



EHS MANAGEMENT PLAN

For
S-CHEM

RFQ No: REQ 25000942

Site Execution Service ,Inspection And
Overhaul On Extruder Machines (SPCo TA
2022)

EXPERTISE				
	NAME	POSITION	SIGNATURE	DATE
REVIEWED BY	Touseef Shaikh	EHS Supervisor		01/11/21
APPROVED BY				

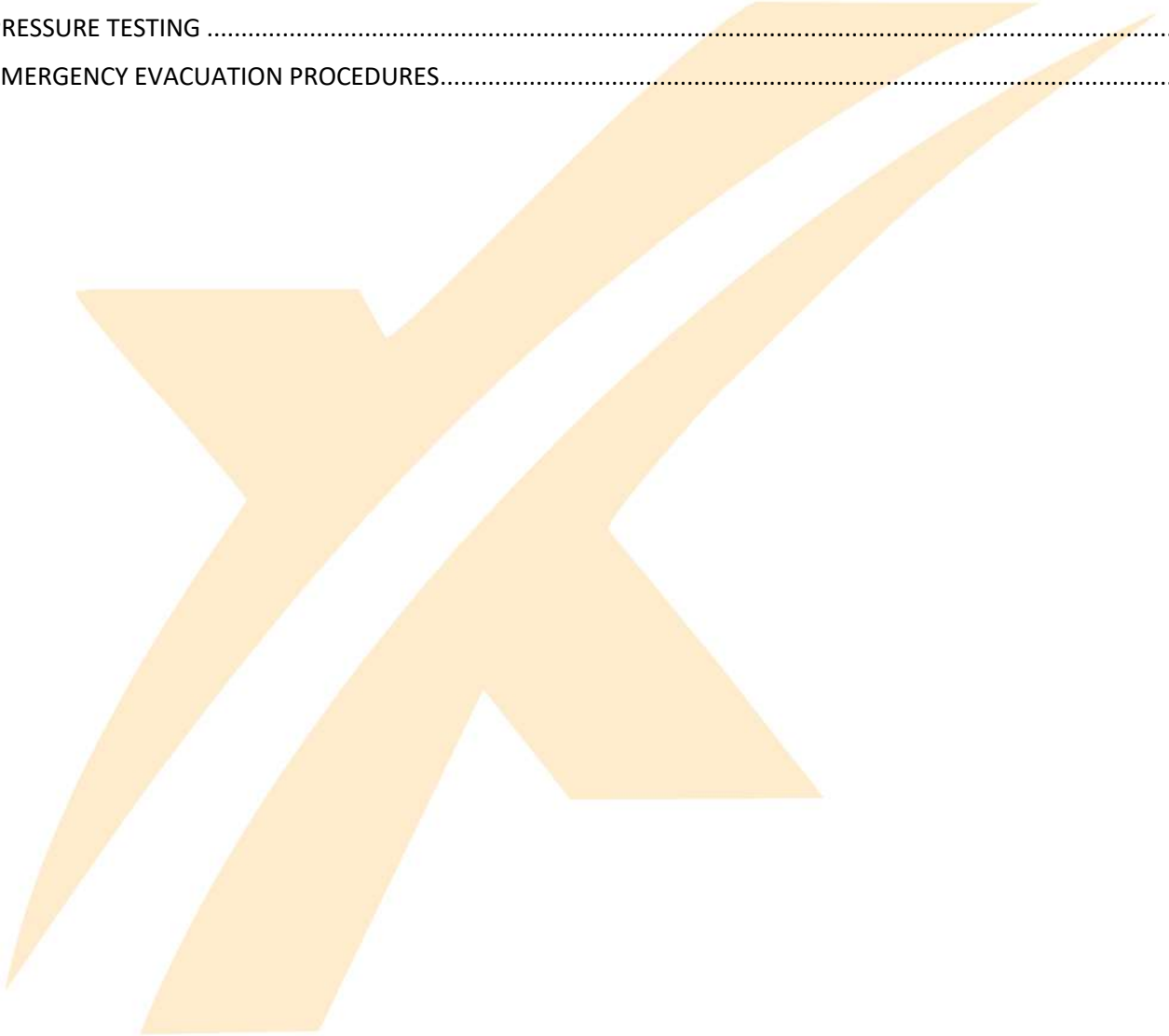


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1. INTRODUCTION

Expertise Contracting Company Ltd. has developed a specific framework within which the Project shall execute its mandate as dictated to and agreed upon by both the Client's representatives and ECC's representatives. This shall detail how ECC intends to manage safety with regard to his own employees as well as that of its subcontractors' employees, visitors and any other persons on site. This plan shall include but not be limited to the following:

- Provisions for the management of occupational health and safety and the environment during the Project phase
- Risk assessment of all processes prior to site mobilization and provision for subsequent hazard identification and risk assessment procedures and method statements for all activities on the site.
- A comprehensive inspection checklist which the ECC shall use on a daily basis on site to ensure implementation of the controls detailed in method statement/safe work procedure.
- Provisions for safety training of employees upon their safety induction on site and subsequently as the project proceeds.
- Provisions for the safe control and use of hazardous substances on the site.
- Provisions for the control of its employees and other employed contractors' activities on the site including permit to work, entry into confined spaces, hot work, work-at-heights, Lifting activities, etc.
- The provision and maintenance of safe electrical supplies on the site
- The provision of firefighting equipment on the site.
- Site emergency procedures
- Arrangements for the promotion of occupational health and safety and environment awareness on the site.
- Disciplinary procedures for breaches in safety by site employees including management staff.
- Personal protective equipment policy.
- Smoking policy
- Inspection and control of work equipment.
- Accident/incident reporting, recording and investigation.
- Site housekeeping procedures.
- Site barricading procedures.
- Scaffolding procedures

Should the extent, nature or method of working be changed in the course of the Project execution, ECC shall take account of the change by amending its Hazard Identification and Risk assessment and Method Statement for the works and submitting it to the Client for approval or review.

In preparing this site specific EHS Plan ECC shall ensure compliance with all statutory, local and Client's occupational health and safety requirements.

2. EHS POLICY

Expertise Contracting Company					
	Business Unit	Document Ref No.:	Rev. No.	Effective Date	Page No.
	President & CEO Office	IMS-DIV00-0001 Annexure 5(B)	01	15 th Dec 2019	1 of 1
EHS POLICY					

At Expertise, we are committed to the health and safety, including the well-being, of all our employees.

Health, safety and environment are integral to the way we do business.

We commit ourselves to continual improvement in our performance, sufficient use of natural resources, with no harm to people and the environment.

Wherever we operate we will;

Develop, implement and maintain management systems for health, safety and environment risk that is consistent with national and internationally recognised legislation and standards that will enable us to:

- Identify, assess and manage our EHS risks pertaining to our operation including our highest risk applicable to office operation, such as ergonomics, fire and disposal management of office waste, travel and other related EHS risks to employees, contractors and the environment and strive to achieve leading industrial practise.
- By setting risk based objectives and targets in addressing our EHS risk we shall meet and where appropriate, exceed applicable legal and other requirements in reducing environmental, health and safety incidents and preventing pollution.
- Develop our people and provide resources to meet our specific objectives and targets.
- Support fundamental human rights of employees, contractors and the communities in which we operate.
- Care for the environment and value cultural heritage.

Seek opportunities to share our success by:

- Addressing our employees needs through the development and use of appropriate skills and technologies.
- Developing partnerships that focus on creating sustainable value for everyone.

Communicate with and engage employees, contractors, business partners, suppliers, customers, visitors and communities to:

- Build relationships based on honesty, openness, mutual trust and involvement.
- Share responsibility for meeting the requirements of this policy.

We will review our progress and policy to ensure this policy remains relevant to the needs of our employees. We will be successful when we achieve our targets towards our goal of a harm free environment and that the work that we do is valued by all parties.



Mohammed Ashif
Chief Executive Officer (CEO)

3. ENFORCEMENT OF EHS RULES

Management has an obligation and responsibility to all employees to enforce safety rules. The vast majority of work related injuries are caused by the unsafe acts of employees, such as carelessness, negligence, violation of safety rules, taking short cuts or not following proper procedures.

Our basic principle is to ensure a safe, healthy and protected working environment. We also believe that an effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work-related injuries and illnesses. Effective management addresses all work-related hazards, including those potential hazards which could result from worksite conditions or practices. It addresses hazards whether or not they are regulated by acts or standards.

We are committed to implementing all the rules, regulations and instructions on proper and safe execution of every task. We place momentous value in providing security and comfort to our Employees and Clients. All our employees have undergone a 3-Phase of basic safety orientation and training program.

We are committed to providing an acceptable EHS program to all our workers in compliance to the minimum that is required by the client. We will ensure a safe and a healthy working place to avoid accidents, personal injuries and illnesses. Provision of an adequate training program and the dissemination of EHS information is of vital importance to ECC Ltd. We are to ascertain a systematic inspection and reliability of resources to evade potential hazards and risks. We will be implementing policies and procedures as the basis for the documentation of our Environmental, Health and Safety Management System. Health and Safety rules are the cornerstone of our management system, the following rules will be enforced and adhered to by all ECC's employees;

1. At all times, when walking up or down the stairs a three-point contact will be observed.
2. No horseplay will be allowed on site.
3. In an event of an emergency nobody is allowed run or walk slowly but a brisk walk.
4. Running within the restricted area is not allowed.
5. No heavy equipment or plant will be allowed within the client's premises without a flagman.
6. All emergency alarm system will be adhered to by all ECC's employees.
7. No one will be granted access to client's site unless both the client's and ECC's safety inductions are done.
8. No permit no work.
9. Confined spaces are only for authorized entry.
10. No one is to be found under suspended load.
11. Wearing of PPE is mandatory in all restricted areas.
12. Site traffic rules are to be observed at all times.

4. PURPOSE OF THE PLAN

The objective of this plan is to provide a framework for performing work for the Client, with particular emphasis on health and safety. The plan shall, moreover, serve as strategic guideline to ECC's OHS Management in effectually carrying out its mandate over the short to medium term.

ECC and its Subcontractors are both responsible and accountable for the Health and Safety of personnel as well as the implementation of these SH&E regulations and procedures. Any exception to the

regulations and procedures herein specified will require previous written authorization by CLIENT and ECC Management.

If this plan has been disregarded for whatever reason due to the non-compliance of SH&E regulations and procedures during the course of the project, the work may be stopped without notice until such time that discrepancy has been corrected.

The objective of this plan is to implement high standards of safety for the project and instill best safety behavior in every worker of ECC and the following code of conduct shall be abide by, by all in ECC:

- To ensure that each and every employee understands his moral duty and responsibility towards one's safety as well as others with regard to requirements highlighted in this plan
- To comply with basic Health and Safety rules and regulations in order to eliminate unsafe activities and operations;
- To root-out all causes of accidents and mitigate all identified risks so as to take precautionary measures in order to avoid any risks to health and/or unwanted incidents;
- To encourage effective use of safe working procedures, policies and practices;
- To maintain a hazard free, clean and safe work environment; and
- To enhance the safety consciousness and knowledge through educational training courses.

5. EHS KPI TARGET

To manage and carry out all work associated with the Plant Shutdown activities until its completion without any incident involving injury to personnel, damage or loss of property and adverse impact to the environment, the following EHSS KPI's And targets are determined:

No	KPI	Shutdown Target
1	Fatality Cases	0
2	LTA & RWA	0
3	Medical Cases	0
4	First Aid Cases	0
5	Near Misses	0
6	LSR	0

Objectives and Targets

The following objectives will be strived for.

- Safety first.
- To successfully complete the project on time, ensuring quality workmanship and with Zero Lost Time Injuries.
- To look out for each other and to stop and correct any act or behavior by fellow employees which may lead to an accident to themselves or others.

- To monitor and record HSE performance, this will provide feedback to ensure continuous improvement of the HSE performance.
- Employees will be notified of these Objectives and Statements via
- Updated Safety Orientation
- Safety Talks on daily basis
- Newsletters
- Notice boards

Everybody's cooperation in this regard is strictly required and non-negotiable. From the outset of the project the HSE policy, these objectives and statements will be communicated to employees.

6. SAFETY TRAINING

Safety training for workers on subjects pertaining to proper use of portable fire extinguisher, standard hand signal for cranes, fire protection and hazards, first aid, H₂S, confined space, defensive driving, fall protection, lockout tag-out, permit receiver and rigging.



DAILY COORDINATION MEETING

The Client will review the activities completed and those that are planned for the next day, work delays between ECC and sub-contractors, EHS interventions will be taken into consideration. The coordination meeting will be held daily towards the end of each shift to allow for permit preparation for the next day. Meeting attendance will vary but is expected to include Client's work coordinator, Gatekeeper, Scheduler and Permit Issuer. The Coordinator will obtain the work status update from ECC prior to the commencement of this meeting.

DAILY TOOLBOX-TALK MEETING

The ECC Supervisor and/or Foreman together with EHS Representative shall meet daily with all field workers prior to the start of work to present an EHS topic for the day and highlight all the positives and negatives with regard to EHS. Afterwards the group will proceed to the field and complete the tasks looking for hazards present in the planned work. The Toolbox talk meeting is meant to set the tone for the day's work.

MEETING WITH CONTRACTOR MANAGEMENT

The CLIENT Contract Administrator and CLIENT EHS Representative will meet with ECC Management to communicate SH&E performance information and discuss the SH&E results, inspection data for ECC.

PRE-PROJECT EXECUTION MEETING:

Post-awarding of the contract several meetings with the client will be held in order to iron-out any discomfort on the client's side as well as the discussions of preparation plans for the Project by different departments from both sides. This is also the platform for all the EHS requirements clarifications by the client and the detailing of site access requirements with regard to EHS. The meeting will also highlight the Client's expectations in terms of Health and Safety. The Pre-Project meeting is also necessary to ECC prior to any site work in order to ensure an understanding of the job site risks, EHS requirements, a thorough understanding of the scope, and the technical support available to ECC.

The Meeting will pin-point areas, activities, events and actions to be taken in order to establish a safe-working environment - a Work Site that all personnel involved are proud to be a part of. Action items will be collected and assigned to individuals.

There will be follow-up meetings of this nature so as to arrest the client's doubts and offer assurance to the client of meeting and exceeding the set expectations.

In addition to these meetings, EHS meetings will also be organized by the client in order to perform all the required risk assessments and Job Safety Analysis in time before the Project officially commences.

SITE INDUCTION MEETING

This meeting will be held with all ECC personnel working on the project site. It will be a forum to establish a dialog and build commitment to the Vision and Goals of the Project with regard to Health and Safety. Fundamental training will occur at this meeting in all the safety programs to be used during the work period. All ECC personnel are expected to attend before starting work on-site, and

Any sub-contractors that join the project while in progress are expected to attend a makeup session prior to joining the ECC's work force.

7. EHS DEPARTMENTAL STRUCTURE

8. ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

8.1 PROJECT MANAGER

The overall responsibility in the implementation of a Health and Safety Management program for the effective and safe execution of this project shall lie with the Project Manager. He is delegated by ECC Ltd. to execute the project and comply with CLIENT's minimum EHS requirements throughout the duration of the project. Project Manager's main activities will include, but not limited to the following:

- Administer the proper application of the EHS policy throughout the Project.
- Implement and apply all EHS principles, procedures, policies and practices.
- Ensure that all employees receive adequate EHS training as per the client's minimum requirements.
- Ensure proper deployment of competent workforce for the Project.
- Coordinate the use of safe equipment and plants for the Project.
- Coordinate and maintain all work activities within the required time frame.
- Coordinate the effective employment of Emergency Preparedness and Response Plan.
- Establish a reporting system between the client and ECC employees.
- Establish and maintain a two-way communication system amongst all involved in the Project.
- Define roles and responsibilities for every key personnel.
- Continuously reviewing and evaluating EHS reports and making recommendations where necessary.
- Lead the investigations of incidents and ensure proper employment of root-cause analysis technique during the investigations.
- Lead management teams during site visits and walk-throughs.
- Ensure adequate and competent EHS personnel has been mobilized.
- Coordinate the required provision of welfare facilities.

8.2 PROJECT IN-CHARGE

He is mainly responsible for the implementation of SH&E program for the duration of the project. He is the most familiar person for the site work activities. The main responsibilities are:

- Ensure that work permit procedures are followed in restricted areas.
- Coordinates with Safety Manager and Project Manager.
- Recommend ideas for safety improvement.
- Ensures maintenance of tools and tackles.
- Attend job progress meetings in which safety problems are reviewed.
- Ensure that all employees working in energized premises shall have necessary and valid CLIENT Authorized Permission Access. All workers performing the specific task such as bus bar welding, cable termination, etc. shall have proper certificate to perform the job.
- Ensure the Site Safety Engineer shall have all the required sign boards, warning tapes and other safety accessories installed in the construction site.

8.3 PROJECT PLANNING ENGINEER

He will be the focal point or the go-to man in the implementation of this plan as well as in the timely and safety execution of the project. Project Engineer's activities will include, but not limited to the following:

- Liaison Officer between the Contractor and the client's representatives.
- Coordinates and ensures that all work activities are carried out as per the project schedule/plan.

- Continuously employs and implements EHS improvements for the Health and Safety of the workforce.
- Leads and schedules progress meetings in which safety issues are addressed, reviewed and resolved.
- Takes a lead role in the investigation of incidents.
- Coordinates and supplies all fire-fighting equipment's and ensures that they are ready for use
- Coordinates the availability of EHS staff compliments to the labor force (EHS ratio to work-force).
- Takes a lead in the supply or employment of safe equipment and plant.
- Coordinates the employment of a competent work-force for the timely and safe execution of the Project.

8.4 SITE ENGINEERS (Electrical, Civil, Mechanical, Testing/Commissioning, QA/QC Engineer and Protection Engineer

- Secures work permit and ensures procedures are being followed.
- Ensures the familiarity of the work permit procedures.
- Handles, reports and escalates raised safety issues for improvement.
- Promotes and encourages all on good housekeeping practices.
- Ensures work is carried out with minimum risk.
- Allows and permits safe use of tools and tackles.
- Gives proper instructions to foremen and workers regarding working safely.
- Assigns safe use of equipment.
- Handles replacement of defective and/or equipment or tools.
- Motivates employees into working safely.
- Attend daily progress meeting.
- Organize the holding of TBT at the beginning of each shift.

8.5 EHS SITE IN-CHARGE AND PERSONNEL

The Safety team will report directly to the Project Manager. They are responsible for the establishment, employment and the improvement of an effective Health and Safety program which will be derived from the principles of ECC's EHS policy. EHS personnel responsibilities will include but not limited to the following;

- Assist the Project Manager in the employment/implementation of the EHS program in the Project.
- Coordinate all EHS activities within the Project.
- Conduct daily EHS inspections and motivate work force to work safely.
- Assist the Project/Site Manager in the conduction of investigation of accidents, analyze causes and recommend preventative measures for close out.
- Inspect the work site for the adequacy of First Aid kits and Fire Extinguishers and make recommendations if there's a need for more.
- Assist team leaders on site in ensuring that housekeeping is a priority.
- Inspect the use and maintenance of welfare facilities.
- Assist team leaders in ensuring that wearing of PPE is enforced
- Enforce all the applicable EHS rules within the Project.
- Take action against the employees who violate site EHS rules.

- Assist the work-force in identifying unsafe acts and conditions.
- Partake in the development of risk assessments and Job Safety Analysis.
- Advise Line management on the proper application of procedures and policies as required by the client.
- Assist the Line Management in proper employment and application of Emergency procedures.
- Take part and ensure Tool-box talks are held on a daily basis.
- Ensure proper dissemination of EHS information to all the work-force.
- Inspect all fire-fighting equipment for safe use.
- Assist Supervisors and Foremen in ensuring that all hand tools have lanyards attached to them.
- Assist Line Management in the investigation of all EHS issues raised by the employees.
- Ensure that Emergency numbers are displayed and employees know the number.
- Ensure all employees know the Emergency procedure in an event of an Emergency.
- Take part in pre-task meetings for the discussion of JSAs.
- Assist all Permit receivers, SBM and Fire Marshals in carrying out their respective duties.
- Inspect all issued work permits for relevant signatures and proper completion of the work permits.
- Inspect all work tools for adherence to client's requirements (i.e. color-coded for inspection etc.)
- Assist employees in the observation of site EHS rules.

8.6 SITE EHS SUPERVISORS

Supervisors are seen to be the link between employees and the employer, they are the ones who are actually at the face of the deliverance of the client's mandate. They are responsible for, but not limited in any way to the following;

- Partake in the development of risk assessments and Job Safety Analysis
- Deliver Toolbox talks on a daily basis.
- Provide proper PPE to the work-force.
- Partake in the daily discussions on the JSAs
- Coordinate the proper and safe use of equipment and plants
- Undertake the inspection of all equipment for safe use.
- Coordinate the safe execution of the tasks at hand as per client's requirement.
- Enforces the use of PPE.
- Enforces the observation of EHS rules.
- Acts against the employees who violate EHS rules.
- Occasionally takes advice from EHS personnel for safer execution of the task.
- Takes a lead in maintaining proper good housekeeping.
- Encourages and motivates his crew members.
- Investigates all EHS issues raised to him by the team members.
- Takes part in the investigation of incidents.
- Escalates EHS issues to the Project In-charge if he's unable to solve them.
- Evaluates and recommend proper use of equipment or machinery.
- Implements and applies the EHS procedures and policies when executing the task.
- Takes a lead in implementing Emergency procedures.
- Regularly attends EHS meetings and Project progress meetings.

8.7 FOREMEN

- Takes and implements all the EHS instructions from the Supervisor.
- Leads crew meetings in discussing EHS issues.
- Leads in discussing the JSA before work activity commences.
- Directly interacts with his team members in executing the task at hand.
- Assist his team members in identifying unsafe acts and conditions.
- Interact with EHS personnel and ensure the implementation of the safety aspects of the task at-hand
- Correct unsafe acts, such as horseplay or the taking of unnecessary risks.
- Monitors the behavior of new employees in carrying out their tasks safely.
- Ensures that verbal instructions are fully understood by new employees.
- Report unsafe conditions of equipment.
- Identifies unsafe acts and conditions.
- Receives and directly communicates EHS information to the employees.
- Makes sure that all workers are conversant with emergency procedures and instructions.

8.8 WORKERS

They are the primary reason why it is so important for employers to consider Health and Safety of employees in the operation of their businesses, apart from a number of obligations that employers are expected to uphold. The workers responsibilities are not limited to the following;

- Responsible for their own Health and Safety and that of their fellow workers.
- Report unsafe acts and conditions
- Report any wrong doing by their coworkers.
- Take part in the investigations of incidents.
- Adhere to the EHS rules and regulations.
- Wear correct and required PPE.
- Use the correct tools and equipment for the job.
- Follow proper instructions as given by their seniors.
- Keep tools in good conditions.
- Perform the task as per procedure.
- Perform good housekeeping all the time.

9. RULES AND REGULATIONS FOR PERSONNEL AND EQUIPMENT SAFETY

As an agreed principle and guideline, ECC will follow all the general safety rules laid down by the CLIENT for its workers and contractors alike.

9.1 Before commencement of each work, all involved workers will be made aware of:

- The safety aspect of the work to be performed.
- How the work is going to be carried out.
- Possible hazards and danger points associated with the job at-hand.
- Emergency procedures in an event something were to go wrong.

9.2 Before start of the work, every personnel present at the work site will make sure that:

- Working conditions are safe and sound.
- No unsafe conditions will go unreported.
- Prior arrangement for any unforeseen hazardous situation exists.
- First aid and Fire Safety measures are available and accessible.

Every worker will prioritize the importance of his own safety equally with that of his co-worker and the same care will be afforded for the equipment and property. Work permit will be obtained from the authorized issuer by any authorized and competent receiver.

All working staff engaged near live overhead lines or underground cables will wear safety shoes, leather gloves, hard hats and safety goggles and a required permit will be attained. At areas of high noise levels, workers will use suitable hearing protection. All the existing electrical circuits will be treated as live circuits unless stated otherwise. All de-energized electrical circuits will be properly grounded and tagged. Adequate illumination will be made available while working at night. Adequate symbolic safety warning signs and identification colors will be posted and used at the work site for the duration of the project.

Access to site will only be granted to those who have undergone client's and ECC's safety orientation as well as the medical prove of fitness to work. Parking areas within the client's perimeter will also be made available to the key personnel of the project and to the ECC's workers who are traveling in buses. Smoking will not be allowed anywhere around the client's premises unless the area is designated as such and the client's smoking policy takes precedence above all others in an event of a dispute. Storage and handling of HCS will be at the discretion of the client and the permission will be granted after the client has taken proper steps in ensuring the safety and health of all involved. All HCS will be accompanied by an MSDS that's not older than five (5) years. The storage of HCS will be done within a bund wall that will have a space of 1, 5 m so as to prevent the spread of fire and for inspection purposes.

10 Reporting and Investigation of accidents

The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most of the accidents. Accident investigations determine how and why these failures occur. By using the information gained through an investigation, a similar or perhaps more disastrous accident may be prevented. Conduct accident investigations with accident prevention in mind. Investigations are NOT to place blame.

10.1 ACCIDENT REPORTING

In an event whereby an accident occurs, the Project Manager, ECC EHS manager and the CLIENT's Safety Office will immediately be notified. Oral reports will promptly be followed by a written preliminary report and subsequently, a full investigation led by Project Manager and his team shall take place.

In case of damage to plant equipment or machinery, a written report will be submitted immediately to CLIENT using their standard formats. The vendor/manufacturer will be furnished a copy of the report for any damaged to the equipment.

All the important telephone numbers for the nearest fire brigade, police and hospital services will be posted near each fire extinguisher and near all exits. Evacuation route plan and other emergency information will be posted accordingly.

Emergency Contact Numbers:

Project Manager	-	
Site Manager	-	
Safety Engineer	-	
Site Clinic	-	
Fire	-	998
Police	-	999
Ambulance	-	997

Classification of accidents is normally left upon the EHS team to decide the type of incident, namely, First Aid Case, Medical Treatment Case, Lost-Time Injury Case this also depends on the industry how these cases are phrased.

10.2 ACCIDENT INVESTIGATIONS

The EHS teams from both the Client and ECC will immediately resume with the Investigation after receiving the report within their area of responsibility and the investigation protocol as set out by the client will be followed. Once the investigation is concluded the report will be submitted to the Project Manager and it will be shared with all involved in the Project.

Project Manager will review all accident investigation reports to ensure that recommended and suggested corrective actions are implemented immediately as well as ensuring that proper root-cause analysis technique was employed.

11. CONTRACTOR MANAGEMENT

Contractors are responsible for complying with Client's policies and procedures and specific legislation, regulations, or codes of practice that apply to the activities and services they perform.

Obligations of a contractor shall include:

- providing and maintaining, in a responsible manner, a safe and healthy working environment, including plant and systems of work;
- providing adequate facilities for the welfare of all employees at work;
- ensuring that the workplace is safe and without risk to the health of its workers and subcontractors and the general public;
- ensuring health and safety at work in connection with the supply, use, handling, storage, and transportation of plant or of substances; and
- ensuring safe, healthy access to, and egress from, the workplace, and providing, in appropriate languages, the information, instruction, training, and supervision necessary to perform work in a manner that is safe, without risk to health.

12. EMERGENCY PREPAREDNESS AND RESPONSE

The emergency response plan of ECC and Client has already be communicated to all employees involved in the Project through Safety orientations and will further be orally communicated during the course of the Project, the following points are included and conspicuously displayed around the Project work site;

- Emergency escape procedures and emergency escape route assignments.
- Procedures to be followed by employees who remain to perform (or shut down) critical Plant operations before the plant is evacuated.
- Procedures to account for all employees after emergency evacuation have been completed.
- Rescue and medical duties for those employees who are to perform them.
- The preferred means for reporting fires and other emergencies, and
- Names or regular job titles of persons or departments to be contacted for further information or explanation of duties under the plan.

The Assembly points and escape routes will be clearly identified and be thoroughly communicated to all the employees during the Project. If there's any plan of undertaking an emergency drill exercise on the client's side, this will be communicated to all involved in the Project.

Emergency contact numbers will be announced at the Tool-box talk sessions and will also be displayed for all to see and memorize.

NOTE: All emergency situations including the sounding of the alarms are dictated to by the client's emergency preparedness and response plan during the course of the Project.

13. SITE PLANNING AND HOUSEKEEPING

13.1 SITE PLANNING

The worksite and the lay-down area shall be planned and be decided upon by the Client so that working areas, roadways, access ways, stairways and scaffold platforms are kept free from unnecessary obstructions. Electrical cables, electric welding cables, conduits and pipes shall be properly arranged so that, they do not become tripping hazards. Management of cables plays a pivotal role in maintaining safe working planes or platforms.

13.2 GOOD HOUSEKEEPING

ECC and its Sub-contractor will develop and implement a site specific housekeeping program. It is a duty and a responsibility for everyone at ECC to participate in proper housekeeping on a daily basis before and after work activities. Housekeeping will be a focal point on every site audit or inspection conducted by ECC management or Client representatives. On a daily basis the work area will be cleared of any debris, loose materials, left surplus, equipment, tools, cables etc. which could cause a slips, trips and falls hazard. The following guidelines should always be taken into consideration;

- Passageways must be kept free at all times.
- The workplace must be kept as free as possible from loose materials and tools i.e.
 - ✓ Hoses and cables must not be placed in walkways or the workplace and must be hung up / stored as often as possible. **Use S hooks** to route cables properly and avoid having cables on the floor, across walking paths or through scaffold, cage ladders and stairs.
 - ✓ Use material bins for small material.
 - ✓ Demolition material must be removed from the work area regularly.
 - ✓ Scaffolding material must not be left lying around, and no more material than absolutely necessary must be left in the work area.
 - ✓ Do not have insulation material lying around, but group and store (if possible in a container) in a safe place.
 - ✓ Keep tools neat and orderly.
 - ✓ Equipment, such as welding diesels etc., must be located as close to the worksite as possible, keeping in mind the minimum distance for preventing exposure to diesel particles and exhaust gases.
- Leave the workplace clean, no material and tools will be left behind. Used materials and tools must be properly stored. A clean worksite contains nothing, other than possibly scaffolding, that did not originally belong there. Signing off and declaring that the area has been left clean is a requirement.
- When the Client provides containers to segregate the different type of wastes (wood, paper, plastic, metallic scrap, etc.) according to the local environmental legislation they must be used by the contractor generating the waste material.
- Regular housekeeping inspections will take place during and after the work.
- Supervisors and Foremen will be the main drivers behind implementing proper housekeeping strategies and the responsibility lies with every team member.

14 PERSONAL PROTECTIVE EQUIPMENT

14.1 PPE REQUIRED

Mandatory site PPE requirements shall comply with Client's requirement and will be explained to all site employees in both ECC's and the Client's site induction program. Depending on site conditions the general requirements are as follows:

- Hard Hats.
- Safety Glasses with side shields, even under visors/hoods.
- Safety-toed boots/shoes
- Gloves Flame Retardant Overalls
- Appropriate to the Job
- High Visibility outer wear.

13.2 ADDITIONAL REQUIREMENTS

- Hearing Protection shall be carried at all times and used in posted areas and whenever high intensity (>85db (A)) work is ongoing.
- No jewelry.
- Long trousers & long sleeve shirts (with shirttails tucked in - if around any rotating equipment)
- Hair that is over shoulder length must be worn under the hard hat or neatly secured in back.
- No loose or baggy clothing.
- Knives are not allowed on site unless specifically approved for the task. The Knives Policy must be followed including the use of cut resistant gloves.

Additional task-specific Job Specific PPE may also be required; for example:

- A face shield in addition to chemical goggles is required when using or observing use of tools that may create flying debris (grinders, buffers, saws, chisels, etc.)
- Fall Protection shall be considered for all work that is above grade; or any height above a recognized hazard.
- Workers must always be 100 % tied off if > 1.8 m. For people having to work higher than 6 meter a shock absorber is required.
- For scaffold builders double lanyard is required
- Fire retardant clothing or chemical suits where required.
- Welding Shield (all welders must use the welding shield and glasses together).
- Safety glasses, chemical goggles with dark tint lenses shall not be worn at night or indoor locations during the day.
- Anti-vibration Gloves according risk evaluation and legal requirements).

15. TOOLS AND EQUIPMENT

Machines, equipment, and other tools, in the broadest sense of the word, such as hoisting tools, hoisting and lift trucks and safety equipment, must be in a sound state of

Maintenance and meet the legal requirements and advisories. All machinery brought onto site portable or otherwise must be adequately guarded.

Machinery and equipment that is subject to an inspection schedule must have a safety inspection sticker (where appropriate) that lists the validity date of the inspection and the name of the agency that performed the inspection. The sticker must not be easy to remove. The Contractor must maintain good, up to date, inspection records that clearly indicate the piece of equipment, machine, or material referenced, how it was inspected, by whom, and until when the inspection is valid.

Although tools and equipment are inspected and have an approval sticker, it is required that each worker inspects his equipment and tools before use, each day before starting his job. Tools and equipment that are not in good working order, damaged or otherwise not fit for use cannot be used and should be removed from the job site.

16. SCAFFOLDING AND LADDERS

The purpose of this section is to ensure safe working practices are when erecting scaffolding and using ladders.

16.1 Scaffolding - General Requirements

- All scaffold material inspection, copy of verifying document inclusive of approval are to be obtained from ECC safety coordinator.
 - Scaffolds are to be inspected on a weekly basis inclusive of after each high wind storm or damage. All planking shall be of scaffold grade.
 - Permanent checking, parts of structure, walkways, footbridges etc., which men use in the course of the work, shall be provided with guardrail system and toe boards at all edges from which men, tools or materials could fall 1.6 meters or more.
 - ECC and ECC's Sub-contractor shall ensure the ground evenness for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settlement or displacement occurring.
 - All scaffolding structures shall be erected, dismantled or altered under the supervision of competent person who has adequate qualification and experience in scaffolding and approved by CLIENT's project safety.
 - Unstable objects, barrels, bricks, concrete blocks or loose bricks shall not be used to support scaffolds or scaffold planks.
 - The competent person shall provide certification to the effect that he has the necessary experience to hold this position.
-
- Scaffolding shall display at all times an appropriate Scaffolding Tag, Green to indicate that the scaffold is safe to use, Red to indicate that the scaffold is unsafe to use.
 - The scaffolding inspector Tag shall be signed and dated by the competent person on the day of inspection.
 - Scaffolds with its components shall be capable of supporting without failure to the maximum intended load.
 - All scaffold materials shall be inspected for defects: any damaged scaffold or accessories shall be repaired if possible or replaced and the red tag posted on it until it's properly fixed.
 - All planking shall be of scaffold grade or equivalent.
 - An access ladder or equivalent safe access shall be provided to all scaffolds.
 - Scaffold planks shall extend over their end support by at least 6 " but not more than 12" Scaffold poles, legs or uprights shall be plump and securely and rigidly braced to prevent swaying and displacement. Work shall not be carried out on scaffolds during high winds or storm. Toe boards and guardrails shall be provided on all scaffold open ends. No, dissimilar metals shall be used in scaffolds.
 - Scaffolds shall be tied to and securely braced against the building at intervals not exceed 30 feet horizontally and 26 feet vertically.
 - Where mobile freestanding scaffold towers are used, the height shall not be the minimum base dimension.
 - All employees, tools and materials are to be removed from mobile scaffolds before moving them to a new location
 - Scaffolds shall not be loaded with material in excess of the working load for which they were designed, actually scaffolds structures should not at all be loaded with heavy material.

16.2 LADDER - GENERAL REQUIREMENTS

- All portable ladders shall be capable of supporting at least four (4) times the maximum intended load, except for the extra heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load.

- The rungs of all ladders shall be corrugated, knurled dimpled and coated with skid resistant material or otherwise treated to minimize slipping.
- Ladders that have to be placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways or driveways shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.
- Ladders shall be tied off before employees are allowed to access them.
- Where a ladder is not tied off, an employee shall stand at the foot of the ladder holding it while an employee climbs it.
- Ladders shall not be moved, extended or shifted while they are being used.
- Ladders shall be inspected for visible defects by a competent person on a periodic basis and after any occurrence that could affect their safe use.
- All ladders with structural defects shall be removed from service and tagged with notice "DO NOT USE".
- Only metal or timber ladders shall be provided and used. Metal ladders are not to use in electrical substations or electrical manholes or near live lines.

17. MATERIAL HANDLING AND STORAGE

17.1 Manual Material Handling

All materials will be properly stacked and secured to prevent collapse, falling or sliding. To provide access in emergency situations, all aisles, stairs, passageways and firefighting equipment shall be kept clear and free from obstructions at least a square meter. If manual lifting and carrying materials will be executed use the correct technique.

- Ascertain the weight of the object.
- Remove any shard objects present.
- Wear appropriate protective equipment.
- Decide where to place the object.
- Survey the area around the object and proposed route of travel. Remove any obstruction present.
- Get sufficient help to lift and transport safely.
- Lift within your physical capacity. Keep feet close to object. Crouch close to the load with knees bent. Position or keep backbone straight. Lift the object using the legs and arm muscles.
- While two or more persons are transporting one extra man should give the signals while others march with the load.
- The workmen shall be trained for lifting loads manually with demonstration during their training sessions.

17.2 STORAGE AND LAY-DOWN AREAS

- Temporary storage or lay-down areas will be needed to store materials at site. Adequate area shall be provided for safe handling and storage of materials.
- Store materials shall be identified by name, size, type, and quantity.
- Flammable materials such as paint, fuels, lubricants, chemicals and thinner shall be separated from combustible materials.
- Applicable/appropriate warning signs shall be displayed inside warehouse.

- Fire extinguishers shall be provided in storage area.
- Non-compatible material shall be segregated in storage.

18. FORK LIFT OPERATION

The hazards associated with forklift operation and maintenance which cause personal injuries and or damage are numerous. The main causes are excessive speed, overloading or exceeding operational limitations, blind comers, unqualified operators, refueling or battery changing operations or explosion caused by forklifts operating in a hazardous area or hazardous atmosphere.

Each supervisor with forklifts operating in his area shall be responsible for ensuring that operators are trained, certified, and that inspections and preventive maintenance are conducted, that operators are made aware of the hazards involved in his area and that the operator understands the basic guidelines for forklift safe operation.

The forklift operator shall be the only person allowed to operate the forklift. The speed limit for forklift shall be 10 kph under normal operating conditions, and less in adverse abnormal operating conditions (congested area, uneven ground etc.)

19. MECHANICAL EQUIPMENT

The wide spread use of mechanical equipment in the Petro-chemical industry workplace improves the quality, quantity and efficiency of the work but it can lead to situations, which are potentially dangerous. The only safe way of using mechanical equipment is to ensure that they are used by properly trained and competent personnel.

- Mechanical equipment operators or users will be properly trained in the procedures and functions relevant to the specific piece of equipment.
- ECC and its sub-contractors' permit holding vehicles will observe the speed limits.
- ECC and its subcontractor's mobile heavy equipment operators shall be in possession of valid Saudi Arabian Government License for that specific piece of equipment.
- ECC and its subcontractors' mechanical equipment shall be fitted with machine guards around all moving parts, installed before it arrives on site and maintained in that condition at all times while the equipment is operating. Machine guards removed during routine servicing or repair shall be replaced before the equipment is returned to service.
- Mechanical equipment shall be provided with ready to use fire extinguishers, fully charged, and in good operating condition. All personnel will be made familiar with the use and handling of the fire extinguisher.
- Expertise Contracting Company Ltd. shall ensure that where heavy equipment is operated, a banks man/flagman will be available to direct and assist the operator.
- The mechanical equipment that are fitted with exhaust, the fumes will be redirected so as to not affect workers in the area. Gasoline/Diesel driven equipment shall not be used inside any building or similar confined space.

- The mechanical equipment with driver / operator cabs shall be equipped with windshields and powered wipers. Cracked or broken windshields or windows shall be replaced. All cab glass shall be of safety glass or equipment.
- Operators of the excavators shall be in possession of a valid Saudi Arabian Government License for excavator.
- Excavator operators shall have the machine outriggers fully extended when in operation and the area properly barricaded. Backing-up alarms shall be operational at all times.
- Banks men/Flagmen shall be in attendance at all times during excavation operations to assist and guide the machine operator.
- The swinging motion excavators shall have a clearance of at least 0.6 meters (2 feet) from fixed object.
- Operators are not to excavate any closer than 3 meters (10 feet) to the nearest pipeline or other equipment in place.
- Forklift operators shall have a valid Saudi Arab Government License, be fully trained, competent and experienced enough and be able to manipulate loads smoothly and efficiently.
- Generator connections shall be made only by a competent electrician, who will ensure that the generator is properly grounded before use.

The generator engine side panels are designed to give sufficient space only for repair and servicing and must be kept closed at all times when the engine is running.

All machinery should be inspected before being placed in service and at regular intervals thereafter. Maintenance schedule should be established for each piece of equipment and strictly followed. Subcontractor shall appoint a competent person responsible for Preventive Mechanical maintenance.

Documentation of all trained personnel in the operation of mechanical equipment should be submitted to ECC. Monthly inspections will be carried out by competent persons.

20. LIFTING ACTIVITIES

- The lifting task will be planned, assessed and conducted with a lifting plan in accordance with CLIENT Standards. Crane Drivers must be competent and have the relevant certification.
- All manual lifting operations will be risk assessed.
- Scaffold lifting frames must be constructed from dedicated components and have the design calculation and SWL display with the Scaffold tag.
- No lifting tackle is to be used unless it has been inspected and in good condition.
- All the lifting equipment and every part thereof, including all equipment used for anchoring or fixing such equipment, shall be in good mechanical conditions and properly inspected, maintained and affixed with certification stickers.
- All the lifting equipment must be inspected and certified with a monthly color coding which become clear that it can be used.
- High rise cranes should not be operated at high wind of velocities exceeding 32 Km/hrs.
- No lifting equipment shall be put to use without a valid third party inspection certificate and a copy of the certificate submitted to CLIENT project safety department.
- We will comply with the manufacturer's specifications and limitation applicable to the operation of any and all cranes and derricks.

- Where manufacturer's specifications are not available. The limitation assigned to the equipment shall be based on the determinations of a qualified engineer competent in the field and such determinations will be appropriately documented and recorded.
 - This is subject to approval by a recognized third party inspection and certification.
 - Rated load capacities and recommended operating speeds, special hazards warnings or instructions shall be conspicuously posted on all equipment instructions or warnings or instructions shall be conspicuously posted on all equipment. Instructions of warning shall be visible to the operator while he is at his control station.
 - A test lift using the equivalent outrigger loads shall be undertaken for all lifts over 10T and must hold the load for a minimum of 5 minutes in position without any swing or lowering.
 - Hand signals to crane and derrick operators shall be those prescribed by the applicable ANSI standards for the type of crane in use.
 - An illustration of the signals shall be posted at the job site.
 - We will designate a competent person who shall inspect and certify all machinery and equipment prior to each use and during use to make sure it is in safe operating condition.
 - Any defects shall be reported and repaired immediately before continued use.
 - The following wire rope inspections will be performed in accordance with manufacture's recommendations and instructions.
-
- In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand on one lay.
 - Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging or any other damage resulting in distortion of the rope structure.
 - Evidence of any heat damage from any probable cause.
 - Reduction from nominal diameter of more than one-sixty-fourth inch for diameters up to and including five-sixteenths inch, one-thirty-second inch for diameters three-eighths inch to and including on-half inch, three-sixty-fourths inch for diameters nine-sixteenths inch to and including three-fourth inch, one-sixteenth inch for diameters seven-eighths inch to 1.1/8 inches inclusive, three thirty-seconds inch for diameters 1. ¼ to 1. ½ inches inclusive.
 - In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.
 - Wire rope safety factors shall be in accordance with American National Standards Institute B30-.5-1968 or SAE-959-196.
 - Belts, gears, shafts, pulleys, sprockets, spindles, drums fly wheel, chains or other reciprocating. rotating or other moving parts or equipment shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard, guarding shall meet the requirements of the American National Standards Institute B15.1-1958 Rev. Safety Code for Mechanical power Transmission Apparatus.
 - Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporary mounted shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.
 - All exhaust pipes shall be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.
 - Whenever internal combustion engine powered equipment exhausts in enclosed spaces, tests shall be made and recorded to see that employees are not exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres.
 - All windows in cabs shall be of approved safety glass or equivalent that creates no visible distortion that will interfere with the safe operation of the machine.

- Where necessary, for rigging or service requirements, a ladder or steps shall be provided to give access to a cab roof.
- Guardrails, handholds and steps shall be provided on cranes for easy access to the car and cab, conforming to ANSI B30.5.
- Platforms and walkways shall have anti-skid surfaces.
- Fuel Tank filler pipe shall be located in such a position, or protected in such manner as to not allow spill or overflow to run onto the engine exhaust or electrical equipment or any machine being fuelled.
- Re-fuelling shall not take place when the crane is in operation.
- An accessible fire extinguisher of 5BC rating or higher shall be available at all operator stations or in cabs of equipment.
- Except where electrical distribution and transmission lines have been de-energized and visibly rounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines.

21. ELECTRICAL SAFETY

- Electrical hazards cannot be sensed by any human senses, e.g. smell, taste or sound. The majority of electrical accidents result in burns of varying degree. In flammable atmospheres, electrical sparks can produce fire and explosion, which can result in loss of life and serious damage to property. All electrical installations shall be always treated with utmost caution, no matter what voltages are used. Management shall ensure that a thorough knowledge of the work to be undertaken is available and understood, that the correct personal protective equipment is available to the employees that all the necessary work permits are obtained and lock/tag-out is in place prior to work commencing.
- Management shall not permit any employee to work in close proximity to any part of an electrical power circuit whereby the employee is exposed directly or indirectly through arcing, the electric power circuit in the course of his work.
- We will provide employees with insulated protective gloves where operators of jackhammers, crowbars, or other hand tools may come into contact with underground power circuit when excavating trenches etc.
- Electric-powered hand tools, extension cords and portable electric hand lamps shall be inspected each time they are issued, during use and when returned to store. Those that are found to be defective shall be withdrawn from service immediately, tagged "unsafe-do not use" and repaired by a qualified electrician at the soonest. Electrically-operated tools shall not be lifted (hoisted) by using their power cable to achieve this. When working on electrical equipment insulated.
- Only qualified and experienced electricians shall carry out jobs on electrical circuits. Protective gloves need to be used. All electrical tools will be color coded for the monthly inspections and documented.

21.1 OVERHEAD POWER LINES

A distance of at least 6 meters (20 feet) shall be maintained between any part of an operating crane, its load or attachment, and overhead power lines. If it is less than 20 feet, special precaution and approval of the supervisor involved shall be taken on work permit.

- Safe vertical clearance shall be maintained from the overhead power lines agency.
- Prior written permission shall be obtained from the power dispatcher.
- Automatic re-closing devices shall be removed from service.
- Before starting erection work by crane, temporary earthing shall be made.
- The area where the load is to be lifted shall be cordoned off from personnel before lifting operation is commenced.
- A tagline shall be used for guiding the load during lifting / lowering processes.
- Operators shall wear safety belt while operating the crane.

21.2 STRINGING WORK

- Work permits will be obtained where ever required and safety precautions will be followed as per the work permit procedures.
- Two – way communication radios will be used for communication purposes.
- Before commencement of stringing work all equipment shall checked thoroughly and ensure they are safe for working.
- The stringing work shall be well planned and all required material be made available on site.
- Proper pilot vehicle shall be deployed while moving stringing equipment. The positioning of equipment to be planned earlier before shipment.
- All power line crossings have to be verified and necessary work permit shall be obtained before commencement of the particular section of stringing work.
- Before starting the stringing activity the foreman shall assign the responsibility to individual workers and they shall be made familiar with the signals.
- During stringing work all workers engaged in the work shall be under the supervision of the foreman.

22. WELDING AND CUTTING

22.1 Gas Cylinders, Welding and Cutting

We will ensure that whenever moving, storing or transporting compressed gas cylinders valve protection caps shall be in place and secured with non-combustible material, chain, and in vertical position. If compressed gas cylinders need to be hoisted, they shall be secured on a cradle, sling board or pallet only before hoisting. Only tilting and rolling then on their bottom edges shall move compressed air cylinders. When compressed air cylinders are to be transported by powered vehicles, they shall be stored and secured in a vertical position. Oxygen cylinders shall be stored separately from fuel gas.

Cylinders or combustible materials by a minimum of 20' (6.1 meters), or by a non-combustible wall (barrier) at least 5 (1.5 meter) high having a fire resistance rating of at least half hour. Each gas cylinder is to leak tested prior to the use of the equipment. Hot work will be executed in accordance and compliance with hot work permit Systems of CLIENT.

22.2 Arc welding and cutting

Expertise Contracting Company shall only use specifically designed manual electrode holders, which are capable of handling safely the maximum current required by the electrodes. All cables for arc welding and cutting shall be insulated completely and capable of handling the maximum current requirements. Ground return cables shall have a safe current carrying capacity equal to, exceeding the specified maximum output capacity of the arc welding, or cutting unit, which it services. Pipelines or conduits shall not be used as ground return. All arc welding and cutting machines shall be grounded either through a third wire in the cable or through a separate wire, which is grounded at the current source.

Monthly color coding of gauges, hoses and torches will be done. Flash back arrestor shall be connected to cutting torch. Whenever arc welding and cutting operations is carried out they shall be shielded by non-combustible screens, which will protect employees or other persons in the vicinity from the direct rays of the arc.

23. WORK PERMIT

Safe Work Permit system is widely used so as to achieve the following:

- To provide for review of work activities to appropriately address environmental, health and safety concerns.
- To communicate and understand the scope of work.
- To communicate the hazards of the area and the work and the safeguards that is in place to remove or minimize those hazards.
- To restrict access to work and/or equipment to people who have the appropriate skills and required training.
- To restrict access to work and/or equipment to people who have been informed of the hazards and safeguards of the work and/or equipment.
- To give responsibility, ownership, and accountability to the permit issuer / receiver to manage the work activity within the work group/facility.

All contract work as per the scope of the client will require a permit to work as a minimum before any work is undertaken. Client will assign and authorized people to issue work permits for different activities and the frequency of it in a detailed procedure.

All Contractor personnel that will be receiving permits (Supervisors and Foremen) must:

- Undergo and pass the site based permit receiver training.
- Speak, read and write in the English language.
- Remain with the crew that is performing the work described in the permit they received.
- Retain the permit at the job site until completion of the work or shift.
- Clearly communicate any changes in conditions to the crew and Operations.

24. FIRE PREVENTION AND HAZARDS

24.1 Fire prevention

To avoid the risk of fire and to minimize the losses that might be incurred, a well-organized fire prevention program will be established for the site so as to achieve the following in case it happens:

- Fire may not occur.
- If occurs, may not be spread.
- If spread, the losses shall be minimum.

The fire prevention program will be drawn out as follows:

- No exposed electric wiring and loose connection will be allowed on site and only conduit wiring will be permitted.
- Distribution boards and other supply will be inspected regularly.
- No chemicals and liquids will be permitted in the warehouse.
- Sites will be kept clean and free of high flammable/consumable liquids or materials, stray wooden logs, waste paper, cartons, rubber, trash, etc. for fire prevention.
- Smoking is strictly prohibited.
- Office equipment, electric equipment apparatus including A/C units, fixtures and fans shall be switched off before leaving the work sites.
- During unloading of fuel, trucks engines must be stopped and trucks and other unloading equipment should be well earthed to prevent static electric charge.
- Observe material segregation and spacing according to class and type in storage area/warehouse.

24.2 Flammable and Combustible Liquids

a) Flammable Liquid

Any flammable liquid that has a closed-cup flash point below 100°F (37.8°C), as determined by the test procedures and apparatus for flammable liquids are classified as Class I as follows:

- ✓ Class IA liquids – those liquids that have flash point below 73 °F (22.8 °C) and boiling points below 100 °F (37.8°C).
- ✓ Class IB liquids – those liquids that have flash points below 73 °F (22.8 °C) and boiling points at or above 100 °F (37.8°C).
- ✓ Class IC liquids – those liquids that have flash points below at or above 73 °F (22.8 °C) and but below 100 °F (37.8°C).

b) Combustible Liquid

Any combustible liquid that has closed-cup flash point at or above 100°F (37.8°C), as determined by the test procedures and apparatus set forth in 1.7.4 Combustible liquids are classified as Class II or Class III as follows:

- ✓ Class II liquids – any liquid that has a flash point at or above 100°F (37.8°C) and below 140°F (60°C).
- ✓ Class IIIA – any liquid that has a flash point at or above 140°F (60°C) but below 200°F (93°C).

- ✓ Class IIIB - any liquid that has a flash point at or above 200°F (93°C) but below 200°F (93°C).

25. FIRE EXTINGUISHERS

Adequate number of appropriate fire extinguishers will be strategically placed around the site and they shall be kept in a good condition whilst in use and monthly inspection will be conducted.

A fire extinguisher is an active fire protection device used to extinguish or control small fires, often in emergency situations. It is not intended for use on an out-of-control fire, such as one which has reached the ceiling, endangers the user (i.e. no escape route, smoke, explosion hazard, etc.), or otherwise requires the expertise of a fire department. Typically, a fire extinguisher consists of a hand-held cylindrical pressure vessel containing an agent which can be discharged to extinguish a fire. Portable fire extinguishers will be made available for each equipment and vehicle:

26. TRAFFIC MANAGEMENT

This section outlines the procedures and responsibilities for preventing motor vehicle accidents as well as fatalities that result from motor-vehicle accident (MVA). In addition, it sets the standards for driver performance, responsibility, and vehicle maintenance expected for all ECC and its contractors.

All drivers are expected to drive in a defensive manner, and be prepared to yield the right of way to others, even if you believe you are on the right, and maintain control of their vehicles at all times.

- We will only employ qualified personnel as drivers of motor vehicles. IT IS THE RESPONSIBILITY OF THE DRIVERS SUPERVISOR, FOREMAN, OR SUPERINTENDENT to verify the driver's credentials. It is Saudi Arabian Government law and a company rule that each person driving a motor vehicle must possess and have in his possession a valid Saudi Arab Government driver's license.
- ECC drivers are fully responsible for their vehicles and ensuring that it is safe to operate.
- Each driver has to do a pre-use inspection before starting the day's work.
- Drivers are responsible for ensuring that their vehicles are serviced and repaired when scheduled or required.
- Drivers are fully responsible and accountable for the mechanical and physical condition of the vehicle. The driver must report immediately any damage, which is beyond normal wear and tear.
- Drivers are responsible for transporting materials safely, ensuring loads are properly secured and tied down and that the load does not exceed the vehicle manufactures design load capacity.
- Drivers and passengers shall wear seat belts at all times while the vehicle is in motion.
- Drivers shall not transport more passengers than the number of seats belts provided in the vehicle.
- Drivers shall not transport passengers in the rear of pickup trucks or on trailers.
- Drivers shall comply with all Saudi Arab Government traffic safety signs and any flagman.
- Drivers shall not exceed the regulated speed limits on public highway or at the work – site locations , and shall reduce their vehicles speed in poor road or weather conditions , e.g. fog, rain, sand storm and especially at night time.
- Vehicles shall not overtake in the job area, except that the other vehicle is stationary.
- All heavy equipment, buses, tractors, trailers, Mobile cranes, backhoes, motor graders , boom trucks etc. shall be fitted with audible back up alarms which are operational.

27. CONFINED SPACE ENTRY

27.1 General

- ECC shall ensure that full consideration is given to all precautions, procedure, and practices required in ensuring the Health and Safety of all personnel who enter a confined space. Entry to a confined space will be under the CLIENT's permit and all personnel planning to enter the confined space have necessary and required training. The use of oxy/LEL meter is an essential device in measuring the atmosphere inside the confined.
- Typical examples of confined spaces are, tanks, silos, hoppers, tank trucks, ship holds, furnaces, electrical/telephone cable pits, column skirts, receivers, bins, sumps, pits, ventilation or exhaust ducts, underground pipelines and earth excavations in excess of 1.2 meters in depth.
- No entry will be allowed into any Confined Space without the required Permit. No entries will be permitted into a flammable atmosphere even for testing. During the course of work, if the Standby Man has to leave his post, then all personnel inside the Confined Space must be called out before he leaves, and re-entry is prohibited until the return of the Standby Man. Before re- entry is allowed, all necessary tests must be completed to ascertain the confined space is safe to enter.

27.2 Atmosphere

This is the environment inside a confined space, which could be either hazardous or safe as defined below:

Hazardous - is an atmosphere that is toxic, oxygen DEFICIENT (less than 19.5), oxygen ENRICHED (MORE THAN 23%), or IS FLAMMABLE.

Safe - This is an atmosphere that has been tested and proven to be non-hazardous.

NOTE: ALL UNTESTED ATMOSPHERES SHOULD BE CONSIDERED AS HAZARDOUS UNTIL TESTS PROVE OTHERWISE.

28. VENTILATION

A positive means of ventilating in the confined space must be established and operated for the duration of the work. In some cases, natural ventilation may be sufficient. In other cases it may be necessary to use air removers. The ventilation, may be arranged that only fresh clean air is drawn into the vessel (confined space) and that the exhausted air is vented away from the vessel (confined space)

29. STANDBY MAN

Standby men shall be fully trained for all possible the emergency requirements needed at a confine space, and put the lives of all employees involved in the confined space entry as his number 1 priority, regardless of NATIONALITY.

A standby man must maintain a vessel (confined space) entry form, confined space log, at the entry point to keep a track of the persons entering and leaving the confined space entry point, assuring that it confirms to the requirements of any required permit:

- Life Line and Harness
- Breathing air Pack
- An Air Horn/ Flash Light
- Flammable Vapors
- Entry into a confined space is only allowed in a safe atmosphere where e.g. the lower explosive Limit (LEL) is less than 10%.

Caution: Technically, although a reading of up to 10% is safe, any deviation from zero should be a cause for concern, and the source of contamination should be determined to guard against an unexpected increase in flammable material in the confined space.

30. OXYGEN CONTENT

The oxygen level within the confined space shall be measured with an approved oxygen analyzer, and entry shall be only permitted if the oxygen level is between 19.5% and 23%.

Caution: Technically, although the range of 19.5% to 23% is considered safe, any deviation from a normal level of 21% shall be investigated and the cause determined to prevent oxygen enriched atmosphere from developing. Flammable vapors are to be checked with an appropriate explosive meter. Oxygen content will be checked with an approved oxygen analyzer.

31. LIGHTING INSIDE A CONFINED SPACE

Only 12 or 24 volts lighting shall be used inside a confined space. Explosive proof lighting will be required in all process all process areas.

32. COMPRESSED GAS CYLINDERS

Gas cylinders, burning and cutting torches are not allowed inside a confined space. They must be safely mounted near the confined space entry point, and the gas hose run to the work location. When not in use, gas hose must be coiled up and kept away from sidewalks and access routes, and away from cutting and welding operations.

Air used for pneumatic tools inside a confined space must be supplied from a portable air compressor certified for breathing air supply. Plant or instrument air not be used. Provisions shall be made for positive ventilation of vessels (confined space) where an oxygen deficiency may exist, or where toxic and or flammable materials may exist.

33. LOCK OUT / TAG OUT SYSTEM

All Lockout/Tag out should be done by electrical competent personnel. The Client permit for electrical isolations must be requested prior to any Tag out / Lockout.

33.1 Procedure

The Lockout/Tag out system (control of hazardous energy) covers any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energizing of the machine or equipment, or the release of stored energy, could cause injury or death.

Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal or springs under tension. If an energy control switch/valve can be locked out, then

Lockout pressures must be used, otherwise a Tag out system must be used. Normal production operations are not covered unless a guard/safety device is removed or the employee is exposed to a point of operation hazard.

- All employees are required to comply with the restrictions and limitations imposed on them during the use of lockout.
- All employees are required to perform the lockout in accordance with this procedure.
- All employees observing a piece of requirement or a machine which is locked out for servicing, maintenance or repair shall not attempt to start, energize, or use that equipment or machine.
- Any employee who does not follow this lockout/tag out procedures may be subject to disciplinary action to include suspension or termination.

33.2 STEPS IN LOCKOUT PROCEDURES

This procedure shall be used in conjunction with CLIENT work permit procedure whenever it has been determined that work must be done on equipment which is energized. CLIENT

Operations / Maintenance must authorize, by signing a work permit, giving permission to perform a lockout / tag out on any energized device.

34. SITE INSPECTIONS

Numerous injuries are caused by individuals using poorly maintained tools and equipment. In order to eliminate occurrence of incidents and injuries related improper use of tools and equipment, all tools and equipment must be inspected daily before use and every month by a competent person and labeled with appropriate color code.

We will maintain a register and submit record of all tools and equipment inspected by CLIENT. In addition, equipment and tools should likewise inspect by the individual user prior to each use. ECC will also ensure employee compliance with the project safety requirements by performing a series of

safety inspections. The result of these inspections will be the basis for a continual effort to improve the quality of safety and productivity on the project.

35. HEALTH

35.1 Medical Arrangements for emergencies

At least one of his staff shall be fully qualified in and authorized for all first aid activities and emergency cases. Emergency medical treatment will be available on SITE/OFFICE.

- Any injured / ill employee will be transported to clinic in ambulance van.
- Arrangements will be made with the local hospital for the treatment of injured or ill employee.

A well-trained First aider to render first aid if someone is injured or become ill at work. Provisions for medical care are made available for every employee covered by the regulation

Near by dispensary, clinic/hospital in the proximity to the work site is provided. Emergency Vehicle for transportation of injured persons to a physician or Hospital shall be provided.

35.2 Electrocutions

Switch off the mains/detach using non conductive material like wooden stick/ rubber material if the victim is still struck to the electrical source.

35.3 Fires

Extinguish the fire with the provided fire extinguisher available nearby.

35.4 Falls

Make the victim comfortable; raise his legs to keep the blood circulation to head.

35.5 Chemical Injury

Use lots of water to wash off. Take the help of first Aiders available.

35.6 Drinking Water

In every work place, sufficient amount of potable drinking water shall be provided. No Drinkingwater supply points shall be situated within 6 meters of any washing place, urinal or latrine.

35.7 Latrines and Urinals

Latrines and Urinals shall be provided at the work places. Shall be under a cover and Portioned off as to secure privacy and shall have proper doors and fastenings. Clear notices in regional languages / English shall be displayed to understand "For Men only" and "For Women only" as the case may be. These latrines and urinals shall be adequately illuminated and shall be maintained in a clean and sanitary condition.

36. ENVIRONMENT

ECC will have an environmental care program aimed specifically at the work activities of the company on CLIENT grounds. Whilst performing work on the Client's premises, ECC will follow all local and CLIENT environmental requirements, including:

- Support of any requirement that is contained in Client's Environmental Policy
- Minimization of waste generation.
- Provide support to Client resources to manage and minimize generated waste.
- A program, awareness and activities to prevent spills and loss of primary containment events.
- In the event of spills, rapid mitigation activities must be enacted in order to minimize environmental impacts, including soil and groundwater pollution.
- Labelling and storage of hazardous chemical materials will be in conformance with applicable environmental guidelines.

Ensure that mobile, diesel or gasoline-propelled machinery, such as compressors, generators, high-pressure units, cranes, welding generators, trucks, etc. may not leak fuel or oil or otherwise impact the environment. During stationary operation, adequate containment must be in place to catch an occasional drip (drip tray). This can be a fluid-proof bottom in a machine or a welded (no bonding) receptacle, smaller than the surface of the machine to prevent rainwater collection. ECC and its sub-contractors must implement a work process to monitor, collect and dispose of any spilled materials.

37. HAZARDOUS WASTE MANAGEMENT

Where ECC Ltd. is responsible for the disposal of Hazardous waste a "Waste Management Program" will be prepared and implemented, this program will take into account the requirements of the Client and the Environmental policy of Expertise Contracting Company Ltd. All waste shall be disposed of responsibly using a recognized and approved carrier and waste disposal facility.

38. Vacuum Truck Operation

During vacuum truck operations, workers are at risk of being exposed to toxic gases, flammable materials and various other hazards. Vacuum truck operator will be trained and vacuum truck will be maintained in good working condition to ensure safe vacuum truck operation. Vacuum truck operator will have a valid license, third party certificate and training certificate/card.

Vacuum truck operator will be responsible for the following:

- The vacuum truck should be attended all the time while at the work location.
- Never transfer any material from one truck to another unless it has been established that no chemical reaction will occur.
- Vent lines should be directed away from workers.
- In case of a gas or fire alarm, work must be stopped and the engine switched off.
- If spillage occur, clean-up immediately.
- Hoses and hose couplings should be in a good condition.
- Vacuum truck need to be properly grounded.
- Waste materials should be disposed of in a controlled manner

39. COMMUNICATION

Effective and efficient communication system is essential to the effective operation of a successful Project. By making use of the following methods.

- Daily Safety Meetings with workforce at the beginning of the shift.
- Regular toolbox talks before the work commence (task specific)
- Distribution of newsletters.
- Notice boards.
- Proper reports within grades

When at CLIENT site, it will be necessary to establish communication channels with CLIENT and the various Departments within EXPERTISE.

Internal communication (e.g. between site and main / area office) may be in any form. Important communication shall be documented (often through the use of a memorandum).

Memorandum is for internal communication and should not be transmitted outside of the company. All printed communication to the workforce and CLIENT shall be presented in English.

Other company systems exist for communicating important subjects; such systems include the Corrective action and Non-conformance reports, Suggested Improvement Notices and Unsatisfactory Condition Reports. These are all internal systems and should not be used for communication outside of the company unless specifically required or requested.

40. INERT ENTRY

The working environment shall be arranged in such a manner that safe working conditions can be maintained during the inert entry activities. Inside the confined space the temperature and light condition shall be such that safe working practice is possible, and that the heat stress for personnel is at an acceptable level. The responsibility for the safe working conditions is with the Supervisor/Team Leader responsible for the job.

The inert condition and contamination with other than inert gases shall be monitored and recorded at periodic intervals; this record shall be assessed and signed for by the Supervisor/Team Leader at each shift change. In case work conditions change and the work can't be performed in a safe manner, the Supervisor/Team Leader shall take the necessary measures to evacuate the job and leave the confined space in a safe condition. This shall be reported immediately to the custodian or operator of the equipment. These actions shall be recorded in the Inert Entry logbook and signed for by the Supervisor/Team Leader.

When all conditions have been met, the technician will enter the vessel and / or atmosphere. A second identically equipped man will assist his entry outside. Under no circumstances will anyone, not wearing Life Support Equipment, be directly over or down-wind from the vessel or atmosphere (Within the designated cordon off area).

Entry can be accomplished by the use of fixed aluminum - or rope ladders, Where possible, a hoist (A-frame) with winch (fall arrestor) and harness are required, the person inside the reactor to be clipped on to the (A-frame) while ascending and descending from bed to bed.

During descent or ascent, all slack must be kept out of the umbilical line and it is preferable to use another man-way for hoses, lightning, etc., if possible. These solutions will prevent possible injury, which may occur due to slipping, or falling.

Prior to commencement of the work, a work permit (which gives specific details) is required on which all arrangements and special circumstances are recorded. This should be approved and signed by all necessary parties.

In most circumstances it is usual to employ two permits; A. "Vessel entry permit "and B. "Hot work permit". In all cases, checklists of equipment, spades, etc., have to be attached.

Any required tests or inspections as required have to be performed before issuing the permit and at the stated hourly intervals thereafter, should the need arise.

Qualified personnel will carry out tests. During inert entry it is mandatory for ECC personnel to continuously measure the atmosphere using their own certified equipment.

Access to the vessel and surrounding areas is restricted to EXPERTISE personnel only plus the appointed Client's representative(s). Especially on any platform near the vessel the number of men present should be limited to three from of ECC Ltd. (one man from Client fully equipped with his own life support gear, if necessary). Specialists from ECC Ltd. will never allow people from other companies to enter a vessel using equipment from Expertise Contracting Company Ltd. In case, another party will enter the vessel by use of own Life Support Equipment ECC personnel will not take any responsibility and suspend the work when other parties are working inside.

INERT ENTRY LOG BOOK

The supervisory staff shall keep an Inert Entry logbook.

SPECIFIC SAFETY REQUIREMENTS

Prior to the start of the work relevant measurements shall be made as to assess the condition of the environment in which the work shall be done. During the work at regular intervals (hourly) the results shall be recorded in the log.

A log shall be kept listing the relevant data as supervisor in charge, staff on the job, staff working under BA conditions and duration of the exposure, results of measurements taken, progress details, etc.

Life support systems of the positive pressure-demand type shall be duly certified and tested prior to be put in use, only qualified staff shall operate the equipment. Certificates shall be available.

The BA checklist shall be used for the check on the system; the result shall be documented. Sample of the checklist is attached to this procedure.

Prior to the start of the work a briefing session shall take place, topics for discussion are but not limited to; work area, scope of work, work condition, division of work, responsibilities, safety measures, communication, set up of equipment, documentation, etc.

For entry to confined space, a harness with escape assembly shall be used; (escape assembly consists of pressurized air bottle with accessories). The harness shall be suitable to remove the person from the confined space in an emergency situation.

Suitable attention shall be given to the proper use of Personal Protective Equipment. Staff shall have received suitable training that in case of an emergency the required actions are executed as required.

41. SUBCONTRACTORS

Subcontractors will comply with the ECC's EHS Policy and abide by all EXPERTISE HSE procedures and standards. Subcontractors will be provided with sufficient information to enable them to do this.

42. SAFETY INCENTIVE PROGRAM

ECC management at all levels encourage and appreciate safe and good working practices that safeguard personnel, equipment and materials from harm or damage to property, either its own or its Client's. Together with all other efforts of ECC in this regard, a Safety Reward Scheme has been introduced to motivate personnel to work safely.

Personnel involved in all operational units at CLIENT premises will be rewarded with gifts for their good safety record, commitment to safety, and for their visible safe working practices.

Safety reward schemes are being introduced to:

- Motivate people to work safely.
- Promote Health and Safety in the work environment.
- Propagate and exhibit EXPERTISE's senior management commitment, involvement, and its support for preventing work related incidents.
- Stimulate and promote safety awareness.

43. HIGH PRESSURE WATER JETTING

Personnel doing high pressure water jetting shall wear special protective equipment which consists of:

- Wet Suit
- PVC gloves
- Gum boots for HP Jetting
- Shin and foot guards
- Face shield
- Safety glasses

- Ear plugs
- Hard hat

ECC High Pressure Water Jetting checklist to be used and will only by trained and certified jetters to work, on the equipment they are certified for.

44. CHEMICAL CLEANING

Chemical cleaning is undertaken across industries so as to ensure proper cleaning and maintenance of various equipment's. It is majorly carried out so as to ensure the process of chemically cleaning equipment such as heat exchangers, drums, columns, pipelines, flare heads, etc. Typically, the following methods will be employed;

- ❖ General
- ❖ De-greasing
- ❖ Acid Pickling
- ❖ Passivation

It is of utmost importance to generally identify and mitigate risks associated with this process through implementation of due diligence so as to guard over zero-harm to operators.

45. PRESSURE TESTING

The purpose of pressure testing is to establish the strength, tightness, and suitability of a line or vessel. It is essential that safe practices are observed during testing since this can be a hazardous.

- A detailed check list procedure must be prepared as per the standards and specifications. It must cover the testing operation from filling up to emptying the vessel.
- Good co-ordination is essential to avoid performing the hydro-test at the same time as other operations.
- A work permit procedure / Job Hazard Analysis should be used.
- The equipment should be in good condition and adequately maintained and certified,
- Testing equipment must be as far as practicable from the recording and pumping station.
- Testing equipment (even if brand new) must be checked.
- The test area must be roped off.
- During the test, from filling up until the end of depressurization, all non-essential people must be out of the test area,
- The test crew must attend a toolbox talk.
- All people must wear their appropriate PPE.
- Inspection for leaks shall be performed at least 15mn after the test pressure has been reached and only by designated personnel.
- Never tamper with, or tighten any fittings (i.e. connections, bolts, hoses and the like) while under pressure or during pressure-up stages.

46. EMERGENCY EVACUATION PROCEDURES

Should an emergency occur in an area where EXPERTISE personnel are working, CLIENT emergency procedures shall be followed, this involves raising the alarm by using the site emergency telephones and providing information on the location and nature of the emergency. Where necessary, EXPERTISE personnel will assemble at the nearest designated assembly area. (Muster Point)

Where an emergency situation exists elsewhere on the plant, EXPERTISE personnel shall obey CLIENT procedures for assembly and evacuation. When the emergency alarm is sounded EXPERTISE personnel will assemble at the nearest designated assembly area and follow instructions provided by CLIENT.

A role call will be made at the assembly area, so that ECC can be assured that all personnel are accounted for. Should any person be un-accounted for then the last known location of that person shall be determined and emergency personnel shall be informed accordingly. On no account shall a "search" party be sent back into the evacuated area.

EHS MONTHLY REPORT – OCTOBER 2021



REPORT DATE: 02 NOVEMBER 2021

EXPERTISE CONTRACTING COMPANY

Authored by: MANDLA NHLAPO

Report Number: RN - EHS 10/2021

تـمـر سـا
expertise

MONTHLY EHS STATISTICS

MANPOWER AND MAN-HOURS

1. EXECUTIVE SUMMARY

- We have managed to achieve 5,305,812 safe man-hours since our last LTI in August 2021.
- Our motor vehicle accidents are still high in comparison to the industry monthly average.
- We have recorded 12 Motor Vehicle Accidents for the month of October 2021, three accidents more than the last month.
- Our clinic visits have gone further up to 428 in comparison to last month's 403 visits.
- We are still experiencing a shortage of safety personnel in meeting client's requirement in employee-safety personnel ratio.

Each Division/Department should establish and implement an effective safety oversight system addressing all areas of health and safety activities that reflects the shared responsibility of the company and the broader health and safety accountability in the organization.

2. MONTHLY CUMULATIVE EHS STATISTICS - OCTOBER 2021

Table 1:

S/N	MANHOURS	CURRENT MONTH		YEAR-TO-DATE
01	Safe Man Hours Worked	1,969,632		19,694,567
02	Total Man-Hours for October 2021	1,969,632		19,694,567
03	Safe Man Hours Worked Since last LTI	5,305,812		19,694,567
04	Manpower	Direct	11,719	N.A.
		In-Direct	2,590	
		Total	14,309	
5	Safe Man-days	31		79
S/N	TYPE OF INCIDENT	CURRENT MONTH		YEAR-TO-DATE
1.	Fatality Case (Fatal)	0		0
2.	Lost Workday Case (LWC)	0		4
3.	Restricted Workday Case (RWC)	0		0
4.	Medical Treatment Case (MTC)	0		0
5.	First Aid Case (FAC)	0		3
6.	Property Damage (PD)	16		98
7.	Near Miss (NM)	5		14
8.	Fire Incident	0		1
9.	Environmental Incident	0		0
S/N	INCIDENT RATES	CURRENT MONTH		YTD
1.	OSHA Recordable Severity Rate (RSR)	0.0		0.914
1.	Total Recordable Incident Rate (TRIR)	0.0		0.040
2.	Lost Time Injury Rate (LTIR)	0.0		0.040
3.	Severity Rate	0		22.5
4.	DART Rate (Days Away/Restricted or Job Transfer Rate)	0		5.4

3. TOP THREE RISKS IDENTIFIED

- (a) Property Damage
- (b) Motor Vehicle Accidents.
- (c) Client's EHS violations

4. EHS PERFORMANCE INDICATORS – OCTOBER 2021

Table 2:

LEADING KEY PERFORMANCE INDICATORS				
INDICATORS	MONTH-TO-DATE		YEAR-TO-DATE	
	ACTUAL	TARGET	ACTUAL	TARGET
Number of Observations Raised	0	10 per day per department	195	10 per day per department
Number of Safety Inspections	1	1 per day	75	1 per day
Number of Emergency Drills conducted	0	As per schedule	3	As per the schedule
Number of EHS Management Walkthroughs conducted	3	1 per month	3	1 per month
Number of Near-misses reported	5	1 per day per department	14	1 per day per department
Number of accidents/incidents reported	23	0	112	0
Number of internal audits conducted	0	As per schedule	0	As per the schedule

Table 3:

LAGGING KEY PERFORMANCE INDICATORS		
Indicator	Actual	Target
First Aid	1	0
Medical Case	0	0
Restricted Workday Case	0	0
LTIR	0.040	0.25
Lost Time Injury	0	0
Serious Disabling Injury	0	0
Fatality	0	0

TRIR	0.040	0.5
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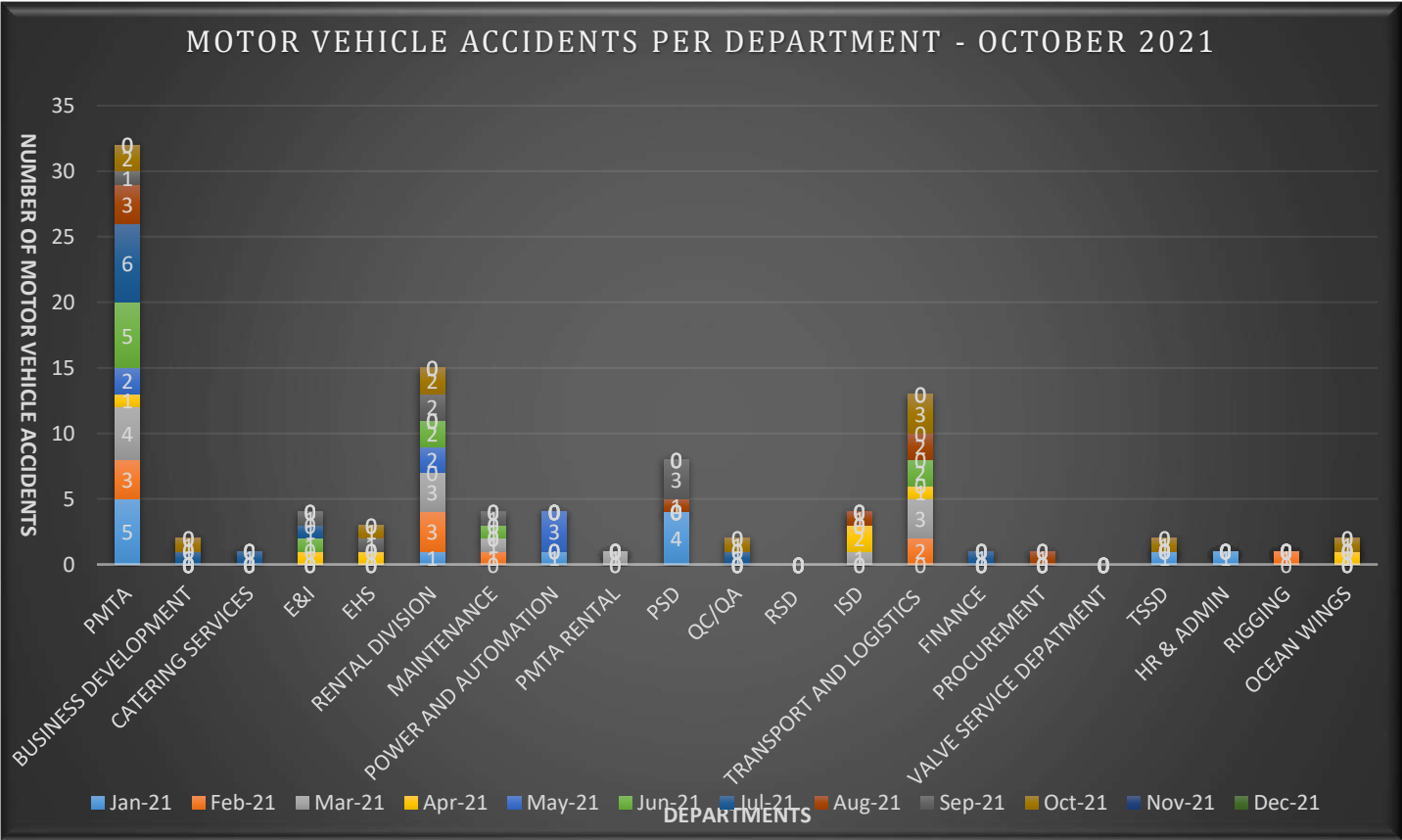
5. EHS SCHEDULED MONTHLY ACTIVITIES – OCTOBER 2021

Table 4:

DESCRIPTION	MONTH-TO-DATE	YEAR-TO-DATE
Emergency Drill Exercises (Mock Drills)	0	3
Internal Management Systems Audits	0	3
Weekly Safety Talks Sessions – Maintenance, Warehouse and ERD	4	12
EHS Management Walkthrough	1	4
EHS Regular Inspections	0	212
Dept. Housekeeping Inspections	1	10

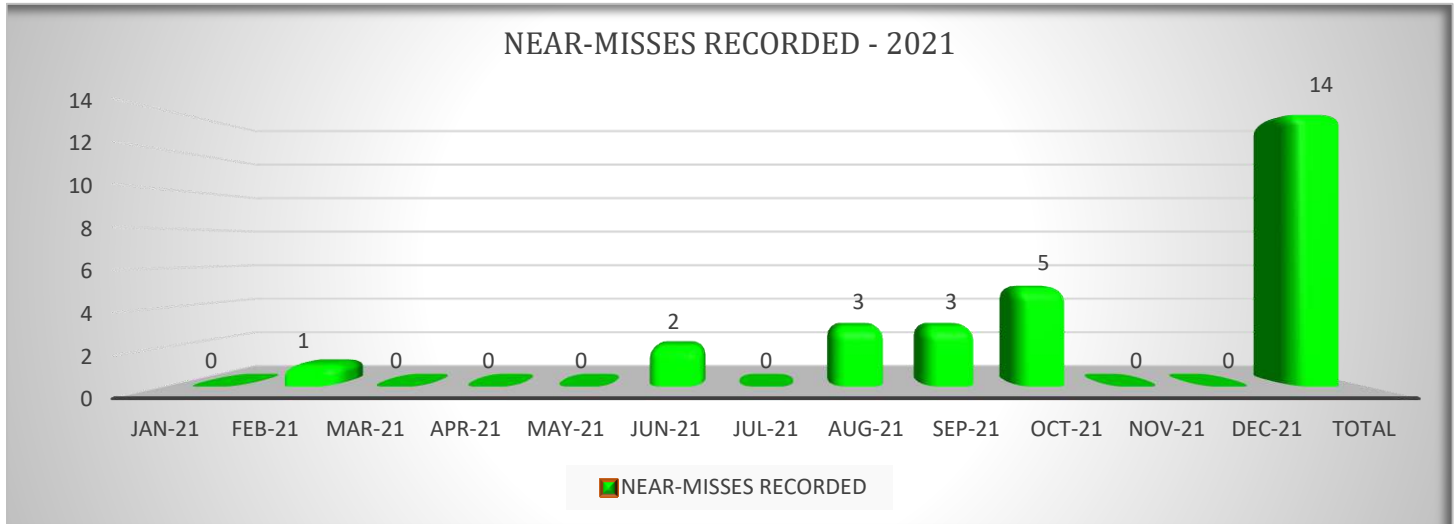
6. DEPARTMENTAL MOTOR VEHICLE ACCIDENTS – OCTOBER 2021

Graphical representation 1:



7. NEAR-MISSES REPORTED – OCTOBER 2021

Graphical representation 2:



8. EHS ACTIVE PROJECTS – OCTOBER 2021

Table 5:

PROJECT NAME	MANPOWER NO.	OBSERVATION RAISED	OBSERVATIONS OPEN	OBSERVATIONS CLOSED	NEAR-MISSES NO.	ACCIDENTS NO.	PROJECT STATUS
MWSPC	150	30	0	30	2	0	Long term
MPC PMTA Rental	63	36	0	36	0	1	Long term
Heavy Equipment Services PETRORABIGH	87	12	0	12	0	0	LONGTERM
PSD (Long- and Short-term projects)	615	95	0	95	0	0	ON-GOING
SASREF T-8206 MAJOR REPAIR AND MAINTAINANCE CONTRACT	208	131	0	131	0	0	Long term
AL-KHOBAR KRO2	115	75	10	65	0	0	Long term

7. EHS TRAINING DELIVERY – OCTOBER 2021

Table 6:

TECHNICAL TRAINING DELIVERY - OCTOBER 2021						
S/N	Type of Training presented	Number of attendees	Duration of training session in hrs.	Number of training days	Accumulated Training Time (hrs.)	Comment by Trainer
1	Basic Safety Orientation	164	3	1	492	
2	Fire watch	71	3	1	213	-
3	Standby man	73	3	1	219	-
4	Flag Man	31	3	1	93	-
5	Permit receiver	1	3	1	3	-

8. PMTA TECHNICAL TRAINING DELIVERY - OCTOBER 2021

Table 7:

TECHNICAL TRAINING DELIVERY - OCTOBER 2021						
S/N	Type of Training presented	Number of attendees	Duration of training session in hrs	Number of training days	Accumulated Training Time (hrs.)	Comment by Trainer
1	Pipe fitter	18	6	2	216	-
2	IMS awareness & EHS policy	-	-	-	-	-
3	Sand blasting	06	6	2	72	-
4	Scaffolding	87	6	2	1044	-
5	Bolt tensioning and torquing	13	6	3	234	-
6	Vacuum truck operator	-	-	-	-	-
7	Rigger level 3	-	-	-	-	-
8	Hydro-jetting	13	8	3	312	-
9	H2S With SCBA	17	8	1	136	-
10	Machinist	-	-	-	-	-
14	Overhead Crane Operator	-	-	-	-	-
15	Confined Space	-	-	-	-	-

16	BA Single Line	36	8	2	576	-
17	Work At Height	-	-	-	-	-

9. OCCUPATIONAL HEALTH STATUS – OCTOBER 2021

Graphical representation 3:



Health Prognosis:

The same trend of health issues being indicative of current health status and shows a spike as compared with the previous month. Musculoskeletal disorder-like problems are still persistent and are the main cause of illness of the employees. There are several reasons of musculoskeletal problems like dehydration. Further attention must be paid by Supervisors/Team Leaders on the following health problems experienced by our employees:

1. Sprays and Strains
2. Sleep deprivation/deficiency
3. Intensive physical activity – resulting in musculoskeletal disorders (MSD).
4. Respiratory health concerns and gastrointestinal issues are the main source of our illnesses.

Provision of educational awareness is critical in addressing good personnel hygiene and dietary modifications according to their brought-up food pattern and to follow proper weight-lifting techniques in the workplace. Skin problems are the next reason for the illness. This is because of their unsafe practices as they need to use PPEs (not using shields during welding & gloves to protect hands) and proper maintenance of their own body protecting from hot sun, moisture conditions & dirt. Heart diseases are their own health conditions for which they are taking their medications continuously. The rest of the ailments are their old diseases for which they are continuously taking medicines such as diabetes cholesterol & hypertension. Continuously educating them to follow good diet pattern & hygienic healthy activities to promote their wellbeing.

Compiled By:	Mandla Horatio Nhlapo
Designation:	Assistant EHS Manager
Signature:	
Date:	02 November 2021



Expertise Contracting Company

5 YEAR INJURY STATISTICS AND RECORDS - 2017 TO 2021

Period from 1st January 2017 until 30th September 2021

Injury Classification	2017	2018	2019	2020	2021
Manhours Worked	8 939 549	11 768 396	17 737 670	25 706 614	17 724 935
Fatality	0	0	2	0	0
Serious Disabling Injury	0	0	0	0	0
Lost Time Injury	0	0	1	0	1
Restricted Workday Case	1	0	1	0	0
Medical Treatment Case	3	1	5	0	0
First Aid Cases	16	10	1	1	3
Near Miss Incidents	47	23	57	17	9
Environmental Incidents	0	0	0	1	0
TRIR	0.27	0.01	0.1	0	0.01
LTIFR	0	0	0.03	0	0.01
LTISR	0	0	0.45	0	1

Approved and Acknowledged By


MANDLA NHLAPO : EHS Department



Date : 6-OCT-2021

Expertise Contracting Company

expertise

Business Unit
President & CEO Office

Document Ref No.:
FM-DIV00-EHSS-0029

Rev. No.
00

Effectivity Date
24th April 2018

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TRAINING ATTENDANCE RECORD

Course Name:

Mobile crane operator

Start Date:

6/10/2021

Candidate Name:

Abdul Quime

ID No:

11066

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer Sign
1	8-10-21	✓	3 hrs	Theory, Basic crane, signal Rope damage prevention		
		✓	3 hrs	Tadano Fawn ATF110G5		
2	7/10/21					
		✓	6 hrs	Tadano Fawn ATF110G-5 Manual Telescope		
3						
4						
5						
6						
7						
8						
9						
10						



Acknowledgement

Signature

Date

Safety Manager/Incharge

Training Section Head

Expertise Contracting Company

expertise

Business Unit

President & CEO Office

Document Ref No.:

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Rev. No.

00

Effectivity Date

24th April 2018

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TRAINING ACKNOWLEDGEMENT FORM

I acknowledge that I attended Mobile crane operator training

(Theory & Practical).

Conducted by Gulam Saad / Rahman from 6/10/2021 To 07/10/2021

I confirm that below mention topics were described and hands - on training were given.

I fully understand below mention topics which I will follow during my job execution.

1. Company policy
2. PPE requirements
3. Permit requirements
4. Basic site safety "Do's and Don'ts"
5. Equipment checklist requirement & compliance
6. Safe operating and maintenance of Equipment
7. Use of Safety Equipment
8. Emergency response & reporting
9. Spill control

I am confident that I can operate above mention equipment safely.

Trainee Name

Abdul Quime (11068)

Signature

[Signature]

Date

07/10/2021



NAME: Abdul Quame ID NO: 11066 DATE: 07-10-2021

Passing mark: 80%

Time: 20 Minutes

1. A machine for raising and lowering heavy weights is called as Crane.
☒ a) True
☐ b) False

2. Is side loading or pulling any load possible by crane.
☐ a) True
☒ b) False

3. Identify this hand signal?
☐ a) Travel One Track
☐ b) Travel Both Tracks
☒ c) Dog Everything
☐ d) Stop



4. Operating Radius is the horizontal distance from the center of rotation of the crane to the center line of the hook block or center of gravity of the load when lifted.
☒ a) True
☐ b) False

5. Identify this hand signal?
☐ a) Raise Boom
☐ b) Raise Boom
☐ c) Retract Boom
☒ d) None Of The Above



6. The center of gravity of any object is the point in the object where its weight can be assumed to be concentrated.
☒ a) True
☐ b) False

7. The distance from the boom tip sheave to the hook block called as tip height.
☐ a) True
☒ b) False

8. Number of running ropes supporting a load or force is also called falls.
☒ a) True
☐ b) False

- ✓ 18. A heat exchanger used to remove heat from the hydraulic or transmission fluid is called Oil cooler.
a) True
b) False
- ✓ 19. The crane operation of lifting a load and travelling with it suspended is called Pick and Carry
a) True
b) False
- ✓ 20. A device used for the transfer or transmission of engine power to the operating function of the crane is called Power take-off(PTO)
a) True
b) False

EVALUATED BY:

NAME: Sameur Fahmen BADGE NO: 10310 SIGN: _____



Expertise Contracting Company

expertise

Business Unit
President & CEO Office

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TRAINING DECLARATION FORM

I Abdul Quime Badge/Iqama no. 11066 employee of Expertise Contracting Company hereby declare that I have successfully completed my training on 07-10-2021 course title Mobile Crane (Tadano Faur ATF110G-5) Manual telescope conducted at Expertise Training yard. The objectives of the training were clearly defined. The knowledge and skills I gained from this training will be useful in my job and will be able to apply the knowledge which I have learned from this training.

The information given is true and original to the best of my knowledge.

Trainee Name

Abdul Quime

Signature



Date

07/10/2021



OPERATOR CERTIFIED FORM

Date : 09/10/2021

Operator Name : Abdul Quime

Trainer Name : Samsur Rahman

ID NO : 11066

ID NO : 10310

Designation : crane operator

Designation : Trainer

SR NO	EQUIPMENT	EQUIPMENT NO	BRAND	MODEL	CERTIFIED		REMARKS
					YES	NO	
1	CRANE	15-109	Tadano fawn	DTF 1104-S	✓		
2	FORKLIFT						
3	WHEEL LOADER						
4	BACK HOE						
5	EXCAVATOR						
6	SKID LOADER						
7	MANLIFT						
8	SCISSOR LIFT						
9	BOOM TRUCK						
10	TELEHANDLER						
11	SWEEPER MACHINE						
12	BULLDOZER						

Operator signature.



Trainer Signature.



Crane Operator Evaluation Form

Operator Name: Abdul Quime

Date: 07-10-2021

Batch No: 11066

Evaluator Name: Samsur Rahman

Sr #	Description	Rating				Comments
		Good	Fair	Poor	N/A	
1	Basic English knowledge	✓				
2	Basic knowledge of crane	✓				
3	Knowledge of maintenance	✓				
4	Chassis operation				✓	
5	Superstructure operation	✓				
6	Crane computer knowledge	✓				
7	Safety devices (Anti two block, luffing lower limit, swing lock, outrigger sensor)	✓				
8	Outrigger setup	✓				
9	Prevention of Wire rope damages, Awareness on proper hoist rope wrapping,	✓				
10	Reading load chart	✓				
11	Load calculation	✓				
12	Daily Operator Checklist	✓				
13	Signals	✓				
14	Rigging / De-rigging	✓				
15	Load test	✓				
16	Manual Telescope	✓				Tadano Fawn ATF 110 G-5
17	Driving	✓				

Types of Crane:- Tadano Fawn ATF 220 G-5, 110 G-5

The operator has completed the evaluation and:

- ☒ Is qualified to operate the equipment
☐ Need further instruction / evaluation

Operator Signature

[Signature]

Evaluator Signature



MOBILE CRANE OPERATOR DAILY INSPECTION CHECKLIST

Date/Time : 02-10-2021
Operator Name : Abdul Quine
ID No. : 11066

Brand/Model : Tadano Fawn ATF110G-5
Capacity : 110 Ton
Asset ID No. : 15-109

PHASE	ITEM NO.	MAINTENANCE ITEM	OK	NOT OK	N/A	DEFICIENCY
PRE-START WALK-AROUND CHECKS	1.1	Inspection sticker/load test	/			2 JAN - 2022
	1.2	Carrier Doors/Panels/Mirrors	/			
	1.3	Spark Arrestor	/			
	1.4	Under - Chassis leak	/			
	1.5	Air Reservoir	/			
	1.6	Tire Condition - Pressure/Tread/Side Walls	/			
	1.7	Track/Drive Chains	/			
	1.8	Deck-Housekeeping/Leak	/			
	1.9	Coolant level (Radiator)	/			
	1.10	Engine oil level	/			
	1.11	Engine Oil Leak check	/			
	1.12	Wire Rope - Condition/Drum Lay	/			
	1.13	Sheaves/Hook Block/Headache Ball	/			
	1.14	Swing-away jib	/			
	1.15	Cab-Door/Glass / Mirror / Housekeeping	/			
	1.16	Seat belts	/			
	1.17	Load Chart(s) - Accessible/Readable	/			
	1.18	Fire Extinguisher(s) - Mounted/Inspected	/			
	1.19	Hydraulic oil Level	/			
	1.20	Battery - Terminals/Cable/Electrolyte	/			
	1.21	Fan Belts	/			
ENGINE START-UP CHECKS	2.1	Engine Start	/			
	2.2	Voltmeter/Ammeter/Tachometer (RPM Gauge)	/			
	2.3	Turn signal/4-Way Flasher Switch/Beacon Light(s)	/			
	2.4	Horn/Lights/Wipers	/			
	2.5	Engine Oil Pressure Gauge	/			
	2.6	Transmission/Converter Temperature Gauges	/			
	2.7	Engine Coolant Temperature Gauges	/			
	2.8	Fuel Gauge Level	/			
	2.9	Braking System(s)	/			
	2.10	Transmission Oil Level	/			
	2.11	Air Filter/Restriction Condition	/			
	2.12	Hydraulic Filter Condition	/			
	2.13	Suspension System	/			
3.0 CRANE SAFETY DEVICE(S) & HYDRAULIC SYSTEM CHECK(S)	3.1	Anti-two block/Two Block Damage Prevention	/			
	3.2	Rated Capacity (Load) Limiter (RCL)	/			
	3.3	Outriggers/Stabilizers/Float pads	/			
	3.4	Bubble Check	/			
	3.5	Steering System	/			
	3.6	Rear Axles/Oscillation/Lockout System	/			
	3.7	Boom Extension/Lift Control/Lift Operations	/			
	3.8	Hoist controls/Hoist Operation	/			
	3.9	Positive swing lock/Swing Controls/Operation	/			
	3.10	Back-Up Alarm	/			

COMMENT:

Crane Operator Name
(Please Print) ABDUL QUINE

[Signature]
Signature

Supervisor Name
(Please Print) Samir Rehman



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TRAINING FEEDBACK FORM

Date: 07/10/2021

Course Title: Mobile crane operator

Name: Abdul Quime (11066)

Trainer: Samsur Rahman

BEFORE TRAINING					SELF-ASSESSMENT OF KNOWLEDGE AND SKILLS RELATED TO:	AFTER TRAINING				
1	2	3	4	5		1	2	3	4	5
1	2	3	4	5	Knowledge of training topic	1	2	3	4	5
1	2	3	4	5	Skills assessment for training presented	1	2	3	4	5
1	2	3	4	5	Assessing trainee as learning abilities	1	2	3	4	5

RATING SCALE:

1 = LOW

3 = MEDIUM

5 = HIGH

1. Did you learn anything new in on after training?

- ☒ Yes
- ☐ No

2. Was the training content what you expected on before training?

- ☒ Yes
- ☐ No

3. Was the size of the group appropriate?

- ☒ Yes
- ☐ No

4. Did the methods of Trainer keep you interested in the topic?

- ☒ Yes
- ☐ No

5. Could you see and hear the presentations clearly?

- ☒ Yes
- ☐ No

6. Is this Training session more effective?

- ☒ Yes
- ☐ No

7. Hope to change your practice as a result of this training?

- ☒ Yes
- ☐ No

8. The knowledge and skills I gained from this program will be useful in my job?

- ☒ Yes
- ☐ No

9. The objectives of the training were clearly defined?

- ☒ Yes
- ☐ No

10. Was this training appropriate for your level of experience?

- ☒ Yes
- ☐ No



Thank you for your feedback!

**ACKNOWLEDGEMENT OF ROYAL COMMISSION AREA REQUIREMENT FOR
HEAVY EQUIPMENT**

I, the undersigned hereby declare that any heavy equipment within the royal commission area shall not move from one point to another without an escort as required by the Royal Commission and this message is delivered to the Heavy Equipment Operator and he understand clearly the requirement of Royal Commission Area.

Sign:

Name:

Company Id:

Date:



I understand as an Expertise Heavy Equipment Operator hereby declare that I fully understand the above mentioned instruction and undertake to comply at all times.

Sign:

(Operator)

Name:

Company Id:

Date:

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President & CEO Office

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TRAINING ATTENDANCE RECORD

Course Name:

Crane op

Start Date:

13/09/21

Candidate Name:

MD AMIR

ID No:

11150

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer Sign
1	13/09/21	✓	03/Hrs	Basic Theory and Load chart Training.	Amir	Farhan
		✓	05/Hrs	TEREX RT 555	Amir	Farhan
2	24/09/21					
		✓	08/Hrs	TEREX RT 555	Amir	Farhan
3	25/09/21					
		✓	08/Hrs	Sany SRC 750.	Amir	Farhan
4	26/09/21					
		✓	08/Hrs	Tadano GK 800 EX	Amir	Farhan
5	07/10/21					
		✓	08/Hrs	Zoomlion RT 60	Amir	Farhan
6						
7						
8						
9						
10						

Re-Training
Passed

13 SEP 2021

expertise
CRANE

Acknowledgement

Safety Manager/Incharge

Training Section Head

Signature

Date



NAME: MD AMIR ID NO: 11150 DATE: 07/10/2021

Passing mark: 80%

Time: 20 Minutes

1. A machine for raising and lowering heavy weights is called as Crane.
a) True
b) False

2. Is side loading or pulling any load possible by crane.
a) True
b) False

3. Identify this hand signal?
a) Travel One Track
b) Travel Both Tracks
c) Dog Everything
d) Stop



4. Operating Radius is the horizontal distance from the center of rotation of the crane to the center line of the hook block or center of gravity of the load when lifted.
a) True
b) False

5. Identify this hand signal?
a) Raise Boom
b) Raise Boom
c) Retract Boom
d) None Of The Above



6. The center of gravity of any object is the point in the object where its weight can be assumed to be concentrated.
a) True
b) False

7. The distance from the boom tip sheave to the hook block called as tip height.
a) True
b) False

8. Number of running ropes supporting a load or force is also called falls.
a) True
b) False

- ✓ 18. A heat exchanger used to remove heat from the hydraulic or transmission fluid is called Oil cooler.
- ✓ a) True
b) False
- ✓ 19. The crane operation of lifting a load and travelling with it suspended is called Pick and Carry
- ✓ a) True
b) False
- ✓ 20. A device used for the transfer or transmission of engine power to the operating function of the crane is called Power take-off(PTO)
- ✓ a) True
b) False

EVALUATED BY:

NAME: Samsur Rahman BADGE NO: 10310 SIGN: _____



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TRAINING FEEDBACK FORM

Date: 07/10/2021

Course Title: Crane op

Name: MD AMIR (11150)

Trainer: Samsur Rahman

BEFORE TRAINING					SELF-ASSESSMENT OF KNOWLEDGE AND SKILLS RELATED TO:	AFTER TRAINING				
1	2	3	4	5		1	2	3	4	5
1	2	3	4	5	Knowledge of training topic	1	2	3	4	5
1	2	3	4	5	Skills assessment for training presented	1	2	3	4	5
1	2	3	4	5	Assessing trainee as learning abilities	1	2	3	4	5

RATING SCALE:

1 = LOW

3 = MEDIUM

5 = HIGH

- Did you learn anything new in on after training?
 - ☒ Yes
 - ☐ No
- Was the training content what you expected on before training?
 - ☒ Yes
 - ☐ No
- Was the size of the group appropriate?
 - ☒ Yes
 - ☐ No
- Did the methods of Trainer keep you interested in the topic?
 - ☒ Yes
 - ☐ No
- Could you see and hear the presentations clearly?
 - ☒ Yes
 - ☐ No
- Is this Training session more effective?
 - ☒ Yes
 - ☐ No
- Hope to change your practice as a result of this training?
 - ☒ Yes
 - ☐ No
- The knowledge and skills I gained from this program will be useful in my job?
 - ☒ Yes
 - ☐ No
- The objectives of the training were clearly defined?
 - ☒ Yes
 - ☐ No
- Was this training appropriate for your level of experience?
 - ☒ Yes
 - ☐ No



Thank you for your feedback!

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Effectivity Date

24th April 2018

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TRAINING DECLARATION FORM

I MD AMIR Badge/Iqama no. 11150 employee of Expertise Contracting Company hereby declare that I have successfully completed my training on 07/10/2021 course title Crane op conducted at Expertise Training yard. The objectives of the training were clearly defined. The knowledge and skills I gained from this training will be useful in my job and will be able to apply the knowledge which I have learned from this training.

The information given is true and original to the best of my knowledge.

Trainee Name

MD AMIR

Signature



Date

07/10/2021



OPERATOR CERTIFIED FORM

Date: 07/10/2024

Operator Name : MD AMIR

Trainer Name : Samir Rahma

ID NO : 11158

ID NO : 20310

Designation : crane op

Designation : welder

SR NO	EQUIPMENT	EQUIPMENT NO	BRAND	MODEL	CERTIFIED		REMARKS
					YES	NO	
1	CRANE	15-044	TEREX	RT 555	✓		
2	FORKLIFT						
3	WHEEL LOADER						
4	BACK HOE						
5	EXCAVATOR						
6	SKID LOADER						
7	MANLIFT						
8	SCISSOR LIFT						
9	BOOM TRUCK						
10	TELEHANDLER						
11	SWEEPER MACHINE						
12	BULLDOZER						

Operator signature.



Trainer Signature.



Crane Operator Evaluation Form

Operator Name: MD AMIR

Date: 07/10/2024

Batch No: 11150

Evaluator Name: _____

Sr #	Description	Rating				Comments
		Good	Fair	Poor	N/A	
1	Basic English knowledge		✓			
2	Basic knowledge of crane	✓				
3	Knowledge of maintenance	✓				
4	Chassis operation	✓				
5	Superstructure operation	✓				
6	Crane computer knowledge	✓				
7	Safety devices (Anti two block, luffing lower limit, swing lock, outrigger sensor)	✓				
8	Outrigger setup	✓				
9	Prevention of Wire rope damages, Awareness on proper hoist rope wrapping,	✓				
10	Reading load chart	✓				
11	Load calculation	✓				
12	Daily Operator Checklist	✓				
13	Signals	✓				
14	Rigging / De-rigging	✓				
15	Load test	✓				
16	Manual Telescope				✓	
17	Driving	✓				
Types of Crane:- <u>Terex RT 780,SSS</u>						

The operator has completed the evaluation and:

- ☒ Is qualified to operate the equipment
☐ Need further instruction / evaluation

Operator Signature



Evaluator Signature





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TRAINING ACKNOWLEDGEMENT FORM

I acknowledge that I attended crane op training

(Theory & Practical).

Conducted by Fahad Rahman from 13/09/21 To 07/10/2021

I confirm that below mention topics were described and hands - on training were given.

I fully understand below mention topics which I will follow during my job execution.

1. Company policy
2. PPE requirements
3. Permit requirements
4. Basic site safety "Do's and Don'ts"
5. Equipment checklist requirement & compliance
6. Safe operating and maintenance of Equipment
7. Use of Safety Equipment
8. Emergency response & reporting
9. Spill control

I am confident that I can operate above mention equipment safely.

Trainee Name

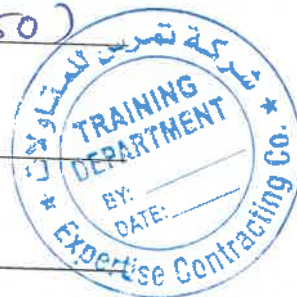
MD AMIR (11150)

Signature

[Signature]

Date

07/10/2021



ACKNOWLEDGEMENT OF ROYAL COMMISSION AREA REQUIREMENT FOR
HEAVY EQUIPMENT

I, the undersigned hereby declare that any heavy equipment within the royal commission area shall not move from one point to another without an escort as required by the Royal Commission and this message is delivered to the Heavy Equipment Operator and he understand clearly the requirement of Royal Commission Area.

Sign:

Name:

Company Id:

Date:

07/10/2021



I understand as an Expertise Heavy Equipment Operator hereby declare that I fully understand the above mentioned instruction and undertake to comply at all times.

Sign:

(Operator)

Name:

Company Id:

Date:

07/10/2021

MOBILE CRANE OPERATOR DAILY INSPECTION CHECKLIST

Date/Time : 7-10-2021
 Operator Name : M. AMIR
 ID No. : 1159

Brand/Model : TERISE RT
 Capacity : 50 TON
 Asset ID No. : TERISE 007

PHASE	ITEM NO.	MAINTENANCE ITEM	OK	NOT OK	N/A	DEFICIENCY
PRE-START WALK-AROUND CHECKS	1.1	Inspection sticker/load test	✓			
	1.2	Carrier Doors/Panels/Mirrors	✓			
	1.3	Spark Arrestor	✓			
	1.4	Under - Chassis leak	✓			
	1.5	Air Reservoir	✓			
	1.6	Tire Condition - Pressure/Tread/Side Walls	✓			
	1.7	Track/Drive Chains		✓		
	1.8	Deck-Housekeeping/Leak	✓			
	1.9	Coolant level (Radiator)	✓			
	1.10	Engine oil level	✓			
	1.11	Engine Oil Leak check	✓			
	1.12	Wire Rope - Condition/Drum Lay	✓			
	1.13	Sheaves/Hook Block/Headache Ball	✓			
	1.14	Swing-away jib		✓		
	1.15	Cab-Door/Glass / Mirror / Housekeeping	✓			
	1.16	Seat belts	✓			
	1.17	Load Chart(s) - Accessible/Readable	✓			
	1.18	Fire Extinguisher(s) - Mounted/Inspected	✓			
	1.19	Hydraulic oil Level	✓			
	1.20	Battery - Terminals/Cable/Electrolyte	✓			
	1.21	Fan Belts	✓			
ENGINE START-UP CHECKS	2.1	Engine Start	✓			
	2.2	Voltmeter/Ammeter/Tachometer (RPM Gauge)	✓			
	2.3	Turn signal/4-Way Flasher Switch/Beacon Light(s)	✓			
	2.4	Horn/Lights/Wipers	✓			
	2.5	Engine Oil Pressure Gauge	✓			
	2.6	Transmission/Converter Temperature Gauges	✓			
	2.7	Engine Coolant Temperature Gauges	✓			
	2.8	Fuel Gauge Level	✓			
	2.9	Braking System(s)	✓			
	2.10	Transmission Oil Level	✓			
	2.11	Air Filter/Restriction Condition	✓			
	2.12	Hydraulic Filter Condition	✓			
	2.13	Suspension System			✓	
3.0 CRANE SAFETY DEVICE(S) & HYDRAULIC SYSTEM CHECK(S)	3.1	Anti-two block/Two Block Damage Prevention	✓			
	3.2	Rated Capacity (Load) Limiter (RCL)	✓			
	3.3	Outriggers/Stabilizers/Float pads	✓			
	3.4	Bubble Check	✓			
	3.5	Steering System	✓			
	3.6	Rear Axles/Oscillation/Lockout System	✓			
	3.7	Boom Extension/Lift Control/Lift Operations	✓			
	3.8	Hoist controls/Hoist Operation	✓			
	3.9	Positive swing lock/Swing Controls/Operation	✓			
	3.10	Back-Up Alarm	✓			

COMMENT:

Crane Operator Name

(Please Print)

M. AMIR

Signature

Supervisor Name

(Please Print)

S. S. S. S. S.



TRAINING ATTENDANCE RECORD

Course Name:

Fork lift heli

Candidate Name:

maresh mahara

Start Date:

8/02/2021

ID No:

14892

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer Sign
1	8/02/2021	Practical	6 Hrs	CPCD 100/10 ton heli	Mary	
		Theory	1 Hrs	CPCD 100/10 ton heli	Mary	
2	9/02/2021	Practical	6 Hrs	CPCD 100/10 ton heli	Mary	
3	10/02/2021	Practical	6 Hrs	FB 25 Electric forklift	Mary	
4	11/02/2021	Practical	6 Hrs	CPCD 100/10 ton heli	Mary	
5	13/02/2021	Practical	6 Hrs	CPCD 100/10 ton heli	Mary	
6	14/02/2021	Practical	6 Hrs	CPCD 100/10 ton heli	Mary	
7	15/02/2021	Practical	6 Hrs	M50-4T Manitou	Mary	
8	16/02/2021	Practical	6 Hrs	M50-4T Manitou	Mary	
9	17/02/2021	Practical	6 Hrs	FD 70 Z 8 TCM	Mary	
10	18/02/2021	Practical	6 Hrs	Heli / CPCD 100	Mary	

Acknowledgement

Training Coordinator

Signature

Date

SAFETY IN CHARGE:-
Training Section Head/Manager



Expertise Contracting Company

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Business Unit

President & CEO Office

Document Ref No.:

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TRAINING ATTENDANCE RECORD

Course Name:

Forklift heli

Candidate Name:

mahesh mahara

Start Date:

20/02/2021

ID No:

14892

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer S
1	20/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
2	21/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
3	22/02/2021	practical	8 Hrs	FB 25 Electronic forklift	Mahesh	[Signature]
4	23/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
5	24/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
6	25/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
7	27/02/2021	practical	8 Hrs	FB 25 Electric fork	Mahesh	[Signature]
8	28/02/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
9	1/03/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]
10	2/03/2021	practical	8 Hrs	KB 30/ kion baoli	Mahesh	[Signature]

Acknowledgement

Safety Manager/Incharge

Signature

Date

Training Section Head

FM-DIV00-EHSS-00**

Rev. 00 / 1st August 2016



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TRAINING ATTENDANCE RECORD

Course Name:

FORKLIFT KION BAOLI

Candidate Name:

Mahesh mahara

Start Date:

03/03/2021

ID No:

14692

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer Sign
1	3/03/2021	practical	6 Hrs	KB/30/ Kion baoli	Mahesh	[Signature]
2	4/03/2021	practical	6 Hrs	KB 30/ Kion baoli	Mahesh	[Signature]
3	6/03/2021	practical	6 Hrs	KB 30/ Kion baoli	Mahesh	[Signature]
4	8/03/2021	practical	6 Hrs	KB/30/ Kion baoli	Mahesh	[Signature]
5	9/03/2021	practical	6 Hrs	FB 25 electronic forklift	Mahesh	[Signature]
6	10/03/2021	practical	6 Hrs	KB 30/ Kion baoli	Mahesh	[Signature]
7	11/03/2021	practical	Hrs	KB 30/ Kion baoli	Mahesh	[Signature]
8	13/03/2021	practical	Hrs	KB 30/ Kion baoli	Mahesh	[Signature]
9	15/03/2021	practical	Hrs	CPCD 600 10 TON	Mahesh	[Signature]
10	17/03/2021	practical	6 Hrs	CPCD 100 TON	Mahesh	[Signature]

Acknowledgement

Training Coordinator

SAFETY IN CHARGE:

Training Section Head/Manager

Signature

Date

[Signature]



Expertise Contracting Company

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President & CEO Office

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TRAINING ATTENDANCE RECORD

Course Name:

Forklift heli

Candidate Name:

makesh mahara

Start Date:

18/03/2021

ID No:

111692

SN	Date	Theory Practical	Duration	Brand/Model	Trainee Sign	Trainer Sign
1	18/03/2021	practical	6 Hrs	KB 30/ Kion bauri	Mak	[Signature]
2	20/03/2021	practical	4 Hrs	KB 30/ Kion bauri	Mak	[Signature]
3	21/03/2021	practical	4 Hrs	KB 30/ Kion bauri	Mak	[Signature]
4						
5						
6						
7						
8						
9						
10						

Acknowledgement

Training Coordinator

Signature

Date

SAFETY INCHARGE
Training Section Head/Manager

For, [Signature]



FORKLIFT INSPECTION CHECKLIST

Operator & ID.No : MAMESH
Capacity : 3-TON
Brand/Model : BOLLICH

Asset ID No. : 10-034
Date : 08-02-2021
Color code : WHITE

SL#	INSPECTION ITEM	GOOD	NEED REPAIR	N/A	REMARKS
1	Fire Extinguisher	✓			
2	Seat Belts	✓			
3	Brakes (Hand and Foot)	✓			
4	Horn, Lights and Wipers	✓			
5	Exhaust Manifold	✓			
6	Tire/Crawler Condition	✓			
7	Lights (Signal, Hand and Beacon)	✓			
8	Cab Door, Glass, Mirrors	✓			
9	Diesel Tank Condition	✓			
10	Control/Steering Free Play	✓			
11	Hydraulic Oil leaks	✓			
12	Turn Signal/4way Flasher Switch	✓			
13	Radiator Level	✓			
14	Wind Shield Condition	✓			
15	Fuel Gauge Indicator	✓		✓	
16	Battery Condition	✓			
17	Regular Vehicle Tools	✓			
18	Reverse Alarm	✓		✓	
19	Engine Oil Level	✓			
20	Brake Oil	✓			
21	Hours Meter	✓			
22	Forks	✓			
23	Engine Condition	✓			
24	Operator's Manual	✓			
25	3rd Party Inspection Sticker			✓	
26	Vehicle Registration Valid	✓			

INSPECTED BY : MAMESH
SIGNATURE/DATE : MAMESH
08-02-2021

APPROVED BY:
SIGNATURE/DATE : _____



FORKLIFT OPERATOR TEST

Employee Name: MAHESH Badge No: 111692 Date: 19-20-21
Passing marks : 80 % Time: 10 Minutes

1) Who is allowed to operate Forklift:

- a) Anyone with a valid drivers license
- b) Only those who have read the operators manual and operated a lift in the past
- ☒ c) Only trained and authorized personnel certified.

2) The center of gravity on an unloaded forklift is located:

- a. In the counterbalance
- b. Over the forks
- ☒ c. Under the operators seat
- d. At the steering wheel

3) Operators using a forklift must wear the seatbelt:

- ☒ a. True
- b. False

4) If the forklift tips over the operator should do which of the following:

- a. Hold on firmly to the steering wheel
- ☒ b. Brace feet against floorboard
- c. Lean away from the point of impact
- d. Stay within the operator cab
- e. All of the above

10) When replacing the propane cylinder, you should wear gloves and eye protection because:

- ☒ a. The engine may backfire
- ☐ b. Residual pressure in the line may release liquid propane
- ☐ c. Sparks may be released when the tank is uncoupled

EVALUATED BY:

NAME: Min Bahadur

Batch No: 11086

Date: _____





Forklift Operator Evaluation Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for period evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name Mahesh Mahara / 14692		Evaluator Name Min Bahadur	
Date of Evaluation 11/04/2021	Equipment Operated Forklift		

OPERATOR BEHAVIORS	RATING				COMMENTS
Pre use Inspection					
1. Follow Operator's Daily Checklist.	GOOD	FAIR	POOR	N/A	
2. Look for Damage.	GOOD	FAIR	POOR	N/A	
3. Document all findings on the checklist	GOOD	FAIR	POOR	N/A	
Picking Up The Load					
1. Square up on the center of the load.	GOOD	FAIR	POOR	N/A	
2. Stop with the fork tips about 1 foot from the load.	GOOD	FAIR	POOR	N/A	
3. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD	FAIR	POOR	N/A	
5. Lift the load carefully and smoothly until it is clear.	GOOD	FAIR	POOR	N/A	
6. Tilt the mast back slightly to stabilize the load.	GOOD	FAIR	POOR	N/A	
7. Look over both shoulders.	GOOD	FAIR	POOR	N/A	
8. After out and stopped, lower the load to travel height.	GOOD	FAIR	POOR	N/A	
Traveling					
1. Do not raise or lower the load and forks while traveling.	GOOD	FAIR	POOR	N/A	
2. Maintain a safe speed.	GOOD	FAIR	POOR	N/A	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	GOOD	FAIR	POOR	N/A	
4. Keep arms and legs inside the forklift.	GOOD	FAIR	POOR	N/A	
5. Follow other vehicles at safe distance.	GOOD	FAIR	POOR	N/A	
6. Slow down when cornering.	GOOD	FAIR	POOR	N/A	
7. Use the horn to alert others.	GOOD	FAIR	POOR	N/A	
8. Travel with the load facing uphill while on a ramp or incline.	GOOD	FAIR	POOR	N/A	
9. Stop smoothly.	GOOD	FAIR	POOR	N/A	
Putting Down A Load					COMMENTS
1. Make sure there is sufficient clearance for the load.	GOOD	FAIR	POOR	N/A	
2. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
3. Square up to the location; then stop about 1 foot away.	GOOD	FAIR	POOR	N/A	
4. Raise the load to placement level.	GOOD	FAIR	POOR	N/A	
5. Move slowly forward.	GOOD	FAIR	POOR	N/A	

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TRAINING FEEDBACK FORM

Date: 11-09-2021

Course Title: Forklift

Name: Mahesh Mahara

Trainer: Min Bahadur

BEFORE TRAINING	SELF-ASSESSMENT OF KNOWLEDGE AND SKILLS RELATED TO:	AFTER TRAINING
1 2 3 4 5	Knowledge of training topic	1 2 3 4 5
1 2 3 4 5	Skills assessment for training presented	1 2 3 4 5
1 2 3 4 5	Assessing trainee as learning abilities	1 2 3 4 5

RATING SCALE: 1 = LOW 3 = MEDIUM 5 = HIGH

- Did you learn anything new in on after training?
☒ Yes
☐ No
- Was the training content what you expected on before training?
☒ Yes
☐ No
- Was the size of the group appropriate?
☒ Yes
☐ No
- Did the methods of Trainer keep you interested in the topic?
☒ Yes
☐ No
- Could you see and hear the presentations clearly?
☒ Yes
☐ No
- Is this Training session more effective?
☒ Yes
☐ No
- Hope to change your practice as a result of this training?
☒ Yes
☐ No
- The knowledge and skills I gained from this program will be useful in my job?
☒ Yes
☐ No
- The objectives of the training were clearly defined?
☒ Yes
☐ No
- Was this training appropriate for your level of experience?
☒ Yes
☐ No



Thank you for your feedback!

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24th April 2018

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TRAINING DECLARATION FORM

I Mahesh Mahara Badge/Iqama no. 14092 employee of Expertise Contracting Company hereby declare that I have successfully completed my training on 19-04-2021 course title Forklift conducted at Expertise Training yard. The objectives of the training were clearly defined. The knowledge and skills I gained from this training will be useful in my job and will be able to apply the knowledge which I have learned from this training.

The information given is true and original to the best of my knowledge.

Trainee Name

MAHESH MAHARA

Signature

[Signature]

Date

19-04-2021



expertise**Expertise Contracting Company****OPERATOR CERTIFIED FORM**

Date : 19-09-2021

Operator Name : Mahesh Mahara

Trainer Name : Min Bahadur

ID NO : 14692

ID NO : 11086

Designation : Forklift Operator

Designation : Trainer (CEO).

SR NO	EQUIPMENT	EQUIPMENT NO	BRAND	MODEL	CERTIFIED		REMARKS
					YES	NO	
1	CRANE						
2	FORKLIFT	10-034	Heli	CPCD 100	✓		
3	WHEEL LOADER						
4	BACK HOE						
5	EXCAVATOR						
6	SKID LOADER						
7	MANLIFT						
8	SCISSOR LIFT						
9	BOOM TRUCK						
10	TELEHANDLER						
11	SWEEPER MACHINE						
12	BULLDOZER						

Operator signature. *Mahesh*

Trainer Signature.



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TRAINING ATTENDANCE RECORD					

Course Name:	SBM/Fire Watch Training	Date:	02-10-2021
Course Location:	Yard Train Hall	Duration:	03 Hrs.
		Theory	☐
		Practical	☐

SN	NAME	ID NO	DESIGNATION	SIGNATURE
1	Jahangir alam Sheikh	511196	PIPE Fabricator	Jham
2	Polash mia	512952	P/F	Polash
3	JIT Bahdwak	512896	P/F	Kallu
4	BHARAT KUMAR	512885	P/F	HZN
5	PRAMOD K. PANDIT	512799	P/F	Pramod
6	AHMED-SHAH-MUSTAFA	508142	P/F	AS
7	Robul Hasan	16075	Helper P/F	Robul
8	Rabby Hassan	16076	P/F Helper	Rabby
9	Sagar B. K	16164	Insulation	Sagar
10	Umesh malla	16163	insulation	Umesh
11	Jagannath Pariyar	16166	insulation	Jagannath
12	Ganesh Sunar	16168	insulation	Ganesh
13	Som Bahadur Pariyar	16169	insulation	Som Bahadur
14	KAJAL MITAL	50684	Helper	Kajal
15	MOHAMMAD AMIN MIA	16073	HELPER	Mia
16	DIANESEWARRAY	50683	HELPER	Diane
17	mahendra Ram	50745	HELPER	Mahendra
18	Sarabul Rao	511282	11	Sarabul
19	Ashish Kumar Gupta	510409	PIP	Ashish
20	SELVARAJ	510433	P/F	Selvaraj

Course Instructor Name	Signature
@hueshwar Sah	

Note: By signing this document you certify that you have taken the above reference training and acknowledge understand the above subject.

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TRAINING ATTENDANCE RECORD

Course Name:	SBM / Fire Hatch Train	Date:	04.10.2016
Course Location:	Yard Training Hall	Duration:	03 Hrs.
		Theory	☐
		Practical	☐

SN	NAME	ID NO	DESIGNATION	SIGNATURE
1	Umesh Malla	16163	Insulator	Umesh
2	Gareshn subar	16168	Insulator	UL
3	Som Bahadur Pariyar	16169	Insulation	Som Bahadur
4	Jaganmoh pariyar	16166	Insulation	Jaganmoh
5	Sagar B. K	16164	Insulation	Sagar
6	Ahmed Shake Mustak	508142	P/F	Ahmed
7	PRAMOD KUMAR	512799	PIF	PRAMOD
8	Abubakar Siddik	16064	Helper	Abu
9	KAJAL MITAH	506841	H. P	Kajal
10	DHANESHWAR RAY	506835	H. P	Dhaneshwar
11	SHAMBHU RAY	511282	H. P	Shambhu
12	HASAN MD RABBY	16076	HELPER	Hasan
13	Robul Hasan	16075	Helper	Robul
14	MOHAMMAD AMIN MIA	16073	HELPER	Mia
15	Raj kumar pariyar	14471	)	Raj
16				
17				
18				
19				
20				

Course Instructor Name	Signature
Mohammed Dias	

Note: By signing this document you certify that you have taken the above reference training and acknowledge understand the above subject.

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TRAINING ATTENDANCE RECORD

Course Name:	SBM / Fire Watch Train	Date:	4/10/2021
Course Location:	Tard Train Hall	Duration:	03 Hrs.
		Theory	☐
		Practical	☐

SN	NAME	ID NO	DESIGNATION	SIGNATURE
1	polash mta	512952	P/F	polash
2	MD. MOSTAFIJUR RA	512956	P/F	MOSTAFIJ
3	Abot HMAN			
4	Abul HASHEM	512878	P/F	Abul Hashem
5	HALVAL MIAH	512915	P/F	CA
6	NAZRUL ISLAM	512618	HEPAR	N
7	SAHAJAZAL	512449	P/F	S
8	Muhammed Ali	507961	S.B.M.	M
9	Mahendra Ram	HEPAR (507143)	H/FER	M
10	VIRENDRA SAHANE	510803	P/F	V
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Course Instructor Name	Signature
Mohammed Raza	

Note: By signing this document you certify that you have taken the above reference training and acknowledge understand the above subject.

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TRAINING ATTENDANCE RECORD

Course Name:	WPR Train		Date:	04-10-2021	
Course Location:	Yard Training Hall	Duration:	03 Hrs.	Theory	☐
				Practical	☐

SN	NAME	ID NO	DESIGNATION	SIGNATURE
1	Raj Kumar B.K	14947	NIP	Raj.
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Course Instructor Name	Signature
Mohammed Dias	[Signature] (11854)

Note: By signing this document you certify that you have taken the above reference training and acknowledge understand the above subject.

Attachment 4 - Contractor Compliance Statement

Name of Contractor: EXPERTISE CONTRACTING CO.

Contact Person Telephone No.: +966 13 340 8324 Ext. 922

We are in receipt of relevant S-Chem Safety and Security Program.

We nominate **Mr. Imran Mohammad (EHSS Supervisor)**, as a supervisor and responsible for the contract work to liaise with S-Chem Contractor liaison and Safety Departments prior to beginning of any jobs.

In absence of above supervisor **Mr. Mandla Nhlapo (Assistant EHS Manager)** shall act as supervisor to meet requirements as per S-Chem Safety and Security Program.

We shall:

- Undertake only activities that will be specified in Work Permit and shall strictly adhere to S-Chem Safe Work Practices.
- Submit a safe work method or JSA for the jobs whenever demanded by S-Chem Contractor Liaison Department.
- Ensure that all our employees have attended S-Chem Basic Safety Orientation Program prior to bringing them on site and commencement of work.
- Inspect all tools and equipment prior to bringing them on site
- Not use any S-Chem tools / equipment / utility services unless authorized.
- Inform our employees of hazards associated with work, precautions to be taken to control hazards either through toolbox talks or pre- job discussions.
- Provide Safety Data Sheets (SDS) of all chemicals that will be used during the contract to S-Chem Contractor liaison and Safety Departments, prior to bringing them on site.
- Provide mandatory Personal Protective Equipment to all employees working or visiting S-Chem sites.
- Report to S-Chem Contractor liaison and Safety Departments of any incidents.
- Contact the relevant responsible S-Chem Nominated Supervisor / engineer prior to commencing any work for any queries or clarification.
- Maintain a good housekeeping.

*We understand that any violations of S-Chem safety rules and regulations may result in us being removed from site and / or the contract being terminated.

Contractor Manager Name and Signature

Zachariah M. Thomas
Department Manager

ZACHARIAH M THOMAS / 

Date: 02-Nov-2021



expertise
ROTARY SERVICES DEPT.